

POSITION TITLE: Lead Teacher, Community Service Programs
POSITION REPORTS TO: Program Lead, Community
DEPARTMENT: Human Services and Education
DIRECT REORTS: Nil
CAMPUS LOCATION: Multi-Campus Institution (Contract to Denote)
POSITION NUMBER:
CLASSIFICATION: Victorian TAFE Teaching Staff Agreement 2018
LEVEL:

POSITION PURPOSE

Coordinate the daily operations for the programs to ensure that classes run efficiently and compliance requirements are met.

- *Provide support, coordination, training and facilitation across a range of Community and Health programs and qualifications and related areas.*
- *Contribute to the planning, development and review of programs offered by the area.*
- *Ensure all aspects of program development, delivery and record management meet compliance requirements.*

STAKEHOLDER MANAGEMENT

Internal:

Director
Manager
Program Leaders
Leading Teachers
Non-teaching staff
Teachers

External:

Students
Parents / Advocates
Schools
Community groups/ organizations

Melbourne Polytechnic Values

Welcoming

We all belong. We welcome and appreciate diverse ideas, and we embrace differences. We are open-minded, kind and compassionate so that everyone feels valued and respected. We create safe spaces for every person to come with their whole self and achieve their full potential. When everyone feels supported, our community is a better place.

Curious

We have a passion for learning. Curiosity inspires us to be creative and find different ways of looking at the world. When we listen well and ask thoughtful questions, we learn more and can adapt well to change. Our enthusiasm for learning and sharing knowledge drives us to improve. We are open to, and respectful of, everyone's experience and contribution. We seek out, and are receptive to, new skills and ideas. We find better ways of doing things that benefit our community.

Collaborative

We are better together. We support and empower each other as we work towards our shared vision. We achieve more when we share our work, ideas and solutions in a respectful way. We make it easy to connect and collaborate with each other, our students, industry and community.

Accountable

We all act with integrity. We hold ourselves to a high standard and are responsible for our actions. We take our role seriously and our vision informs every decision we make. In every interaction we are honest, respectful and fair. We deliver on our commitments to each other, our students, industry and community.

KEY RESPONSIBILITIES

- Plan, develop, deliver, and assess as a teacher of Community Services Programs within the Human Services and Education Department.
- Assist in the daily operation of courses, including administering and preparing training delivery plans and classes.
- Develop, maintain, and evaluate student learning programs, projects, and associated materials.
- Establish and maintain a learning environment that empowers and encourages students to take personal responsibility and identifies strategies to assist student learning.
- Communicate and cooperate with colleagues in team teaching and other situations, including mentoring models.
- Assist in the development and maintenance of quality assurance processes related to program and course administration, design, delivery, assessment, and evaluation of training materials.

- Assist in securing and managing any work placement or vocational experience component connected to program delivery.
- Conduct required pre-training assessment reviews and assessment requirements connected to contract delivery for the program/s.
- Maintain and assist in the accurate recording of information in learners' portfolios.
- Develop teaching resources and assessments that meet curriculum and contract requirements.
- Embrace new technologies and innovations.
- Identify and implement continuous improvement strategies.
- Identify, create, and participate in professional development relevant to teaching and the maintenance of vocational currency.
- Participate in staff meetings, ongoing curriculum development, and other relevant professional development activities.
- Participate in the marketing and promotion of the courses delivered by the Human Services and Education department.
- Provide pre-course advice to students and participate in the student selection, enrolment, and induction processes.
- Support other teachers and team-members in the site or program by cooperative teaching, creating excursions, planning incursions, or supporting learners in group projects.
- Use diverse and appropriate adult learning methods.
- Work within the framework of Melbourne Polytechnic's policies, procedures, legislative/regulatory requirements, Occupational Health and Safety requirements, and Anti-Discrimination policies and guidelines.

KEY ACCOUNTABILITIES

- Keeping informed of educational developments and related government policies affecting program delivery in Community Services programs or particular specialist areas or programs.
- Staying abreast of current thinking and developments in technology impacting particular areas of expertise.
- Participating in validation and moderation sessions with other providers and/or industry.
- Demonstrating flexibility regarding levels, funding streams, and the focus of delivery to maintain a learner-centered approach.
- Participating in classes and programs at times and days which best suit learners' needs, as negotiated with relevant program leadership.
- Supporting the Community Services programs to develop and showcase innovative responses to learner needs, such as study skills mentorship, vocational experience and training, and dual course delivery.

KEY SELECTION CRITERIA

- A Degree, Diploma or Certificate relevant in both content and academic level and industry experience relevant to the department.
- TAE40116 Certificate IV in Training and Assessment or A Certificate IV in Training and Assessment (TAE 40110) including Design and Develop Assessment Tools (TAEASS502) and Address Adult language, Literacy and Numeracy (LLN) skills (TAELLN411) or (TAELLN401A)
- Completion of a course of teacher training accredited at diploma which includes supervised teaching practice in an adult learning environment and studies in adult teaching methodology (Australian Qualification Framework Level 6).
- Minimum 2 years' experience in the relevant field.
- Vocational experience and current competence within the Community Service / Mental Health / AOD industry.
- Demonstrated ability to teach Community Service programs.
- Excellent oral and written communication skills as well as the ability to effectively resolve issues surrounding administrative systems and staff rosters.
- Well-developed skills in teaching including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse student population and the competency standards required.
- Capacity to work effectively in a team environment and to adapt effectively to change.
- Capacity to plan, schedule and meet agreed deadlines in the completion of duties.
- Demonstrated knowledge and understanding of policy and legislation pertaining to the position, including but not limited to; Anti-Discrimination legislation; Occupational Health and Safety policies; SNR standards for ASQA Registered Training Organisations; Quality Assurance; and Continuous Improvement.
- Knowledge of current issues in vocational education and training particularly as they relate to the areas taught within the Department – desirable.
- Current Working with Children Check (Employee) – mandatory.
- Current National Police Check – mandatory.

OTHER POSITION RELATED INFORMATION

- **Delegation of Authority** – MP's Delegation of Authority Policy outlines the decision-making authority of this role.
- **Child Safety** – Melbourne Polytechnic (MP) is a child safe organisation, as such all employees, volunteers, contractors and service providers are required to promote a culture of child safety, comply with Child Safety laws and reporting obligations of suspected child abuse per institute Child Safety policy and procedures. All employees are required to hold and maintain a current Working with Children Check Clearance for the duration of their employment.
- **Occupational Health, Safety & Wellbeing** - The table below, is a compilation of summarised Responsibilities for this role in accordance with MP's Health, Safety and Wellbeing management System (HSWMS). Other specific responsibilities are incorporated into MP Policy and Procedures where they vary from this.

ROLE	RESPONSIBILITIES
Management	<ul style="list-style-type: none"> ▪ Ensure activities comply with <i>Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017</i> and includes but is not limited to: <ul style="list-style-type: none"> - Implementing Health, Safety and Wellbeing risk management activities(e.g. hazards identification, inspections, incident reporting including near misses) and any local specific measures required to eliminate or reduce risk in their area. - Providing safe plant, equipment, facilities and processes that are adequately maintained and do not adversely impact the health or wellbeing of staff, students and others. - Providing instruction, information, induction, training and supervision to enable work to be carried out safely. - Ensuring workers are fit for work and manage fitness for work issues. - Implementing corrective or remedial actions identified as a result of hazard/incident reports, incident investigations and/or audits. - Monitoring and reviewing the Health, Safety & Wellbeing performance of their Portfolio/Department and direct reports (e.g. via HSW audits and other applicable performance indicators). ▪ Promote compliance with the HSWMS and strive towards continual improvement ▪ Support other managers to demonstrate leadership in their areas. ▪ Develop, lead and promote a culture in their area of responsibility. ▪ Fulfil their responsibilities defined in the MP Workers Compensation and Return to Work Program.
Employees Students and Others	<ul style="list-style-type: none"> ▪ Take reasonable care for their own Health, Safety and Wellbeing and that of others. ▪ Implement remedial actions and control measures within their control that are established for the purposes of health, safety and wellbeing. of others ▪ Comply with any reasonable instruction of MP and its Management. ▪ Comply with the relevant Health, Safety & Wellbeing Policies and Procedures, including reporting of hazards or incidents in line with the incident reporting procedure. ▪ Fulfil other responsibilities as required to ensure a safe working environment.

Sign Off:

Employee Name		Manager Name	
Employee Signature		Manager Signature	
Date		Date	