

TAFE

POSITION DESCRIPTION

POSITION TITLE: Teacher - Community Services/Youth Work

POSITION NUMBER: 73929T

FACULTY / COLLEGE / DEPARTMENT: Victoria Polytechnic (VU)

LOCATION/CAMPUS: Footscray Nicholson

CLASSIFICATION: Teacher Level 1.1 – 5.0

SUPERVISOR: Manager Community Services & Youth Work (Includes AOD, Mental Health programs)
Emily Barter

INCUMBENT: Name: _____ / /

APPROVED BY: Vice President Vocational Ed
(Acting) Dianne Semmens



OVERALL PURPOSE

Teachers in the Community Services and Youth Work department are responsible for student learning within programs offered by Victoria Polytechnic and for providing educational services within related industries.

The facilitation and assessment of learning will take various forms and be delivered in a variety of modes and settings, including classroom, blended learning, within workplaces and the community.

Teachers are responsible for the quality of their teaching and assessment as well as regulatory and administrative tasks, including compliance requirements of ASQA and HESG directly related to the role.

ORGANISATIONAL ENVIRONMENT

Victoria Polytechnic is the TAFE division of Victoria University whose mission is to transform lives through the power of further education, vocational and higher education and research.

Victoria University's shared values underpin our mission and help to position us as a leading University. We value:

- knowledge and skills, and critical and imaginative inquiry for their capacity to transform individuals and the community;
- equality of opportunity for students and staff;
- diversity for its contribution to creativity and the enrichment of life;
- co-operation as the basis of engagement with local and international communities;
- integrity, respect and transparency in personal and collaborative action;
- sound environmental stewardship for future generations; and
- the pursuit of excellence in everything we do.

Victoria University is a multi-sector University. The University has over 40,000 students, including international students both on and off shore and a workforce of approximately 3,000 staff. The University currently offers courses at Postgraduate and Undergraduate degrees, Advanced Diploma, Diploma and Certificate levels, and non-award/accredited courses. There are several affiliated institutions in Melbourne's western region. Campuses of the University are located at Footscray Nicholson, Footscray Park, Melton, St Albans, Sunshine and Werribee as well as prominent locations in the Melbourne Central Business District (City Flinders, King and Queen Street).

Victoria University aims to be a great university of the 21st century. Central to this is the achievement of the strategic plan and the key ambitions to be:

- Excellent – an institution, nationally and in some instances world renowned for the quality of our learning and teaching and the student experience, the quality of our research and knowledge exchange
- Engaged – known as an Australian leader in our engagement with industry and community in teaching, research and knowledge exchange.
- Accessible – known as a university that is accessible to all students from diverse countries, cultures, socio-economic and educational backgrounds and as a friendly university through the provision of a quality student experience.

Victoria Polytechnic was established 2014/2015 to consolidate all of the vocational training of the University. Victoria Polytechnic has three centres of operation:

- (i) Trades, Hair & Beauty
- (ii) Health, Sports and Community Services and
- (iii) Service Industries and Transition Education.

The TAFE division of VU delivers solution focused, industry informed/engaged products and services that meet current and future workforce needs.

The operation of this position is currently based at the Footscray Nicholson campus, though staff may be relocated to any other existing or future campus. The qualifications and programs offered by the department can be found at <https://www.vu.edu.au/victoriapolytechnic>

A Organisational Chart is attached.

MAJOR CHALLENGES/ FREEDOM TO ACT

This position reports to and receives direction from the Manager Community Services and Youth Work who reports to the Director of Health, Sports and Community Services. The position operates within the University policies, procedures and budgetary constraints, as well as other legislative/regulatory and compliance requirements. The position is required to work independently as well as within a team environment and operates with a high degree of autonomy.

KEY RESPONSIBILITIES

Contribute to the effective and sustainable delivery of competency based training and assessment within the programs offered in the department, including but not limited to Diploma of Community Services, Diploma of Youth Work and their respective Certificate IV qualifications. In performing the duties the incumbent is required to work within the University policies, procedures and other legislative/regulatory requirements, and to work independently, as well as within a program team environment. All responsibilities are in accordance with Schedule 4 – Classification Standards in the Victorian TAFE Teaching Staff Multi Business Agreement 2009 and/or its latest iteration.

The key responsibilities are:

1. Facilitate learning and establish educational and assessment strategies to suit a range of student, client needs and industry contexts. This includes delivery on-line, blended and in diverse settings including within enterprises and the community.
2. To work in and with current and prospective industry partners and enterprises.
3. Ensure quality compliance of the requirements of ASQA Standards and HESG service agreements within the delivery and assessment department.
4. Establish and maintain a positive learning environment and undertake assessment of student performance in accordance with the requirements of the relevant curriculum / training package.
5. Research, develop and customise learning materials suitable for a range of teaching and learning settings and diverse students and industry clients; aligned with competency based training and assessment standards.
6. Design and develop training and assessment that is learner focused and responds to learners as individuals.
7. Manage the learning process and facilitate individual learning by providing advice on strategies to overcome learning difficulties and/or work closely with specialist services to design appropriate outcomes for students.
8. To maintain a client focused approach to the business and practice of education and training, including delivery, consultancy and partnership management.
9. Undertake a range of administrative, coordination and learning services activities directly related to the areas taught including recognition of prior learning, enrolments and submission of results.
10. Maintain accurate records of student progress and assessment in accordance with the National VET Regulator including the requirements of moderation and validation of assessment.
11. Manage a personal professional development program that continually improves educational expertise and maintains currency with industry/discipline both in practice and licensing requirements.
12. Liaise with and participate in networks with employers and industry clients to assist Victoria Polytechnic to develop and maintain delivery and assessment that is influenced by current practice.
13. Adhere to and cooperate with all OHS policies and procedures of the University.

KEY SELECTION CRITERIA

Essential

1. An approved degree, diploma or certificate or other tertiary qualification/s relevant to the programs to be taught. (Note that an equivalent AQF level qualification is required to the level that is being taught)
2. A current Certificate IV in Training and Assessment, including the Language, Literacy and Numeracy unit and a current Working with Children Check card (WWCC) or VIT registration.
3. An understanding of the current VET environment and its implications for training providers and teachers.
4. Industry currency directly relevant to this teaching and assessment role and relevant to the vocational/academic competencies at least to the level of those being taught.
5. Capability to facilitate learning and assessment in a variety of settings relevant to contemporary VET practice including campus and enterprise based delivery, online learning or international education. Within the requirements of compliance procedures of ASQA, VRQA and HESG.
6. Demonstrated experience utilising a wide range of teaching and assessment strategies and media (including ICT), which are appropriate to a diverse student population and the competency standards required. This includes the development of learning resources.
7. Demonstrated excellent communication, interpersonal and team skills relevant to maintaining professional relationships with staff, students, industry and/or community sectors, in a changing educational environment.
8. Demonstrated personal commitment to professional development and maintaining currency of skills/qualifications/licenses including a willingness to undertake further formal education.
9. Understanding of the Community Services Training Package and willingness to comply with National VET Regulator requirements and other relevant legislative and policy requirements applicable to the vocational education system.
10. Awareness of OHS responsibilities and be committed to imparting information, activities and actions to students as an ongoing and integral component of all workshop activities and attend training as required.
11. Willingness to commit to Victoria University's values which are:
 - Values – Access, Excellence, Respect
 - Behaviours – Engagement, Collegiality, Courage

Desirable

1. A postgraduate vocational education teaching qualification which includes supervised teaching practice and studies in teaching methodology or equivalent.

Org Chart
Health, Sport and Community Services
January 2015

Director Health,
Sport & Community
Services

