

<b>Position Title</b>	Teacher – Early Childhood Education and Care
<b>Portfolio</b>	Education
<b>Division</b>	School of Education
<b>Department/Cost Centre</b>	Early Childhood Education and Care - 01843
<b>Classification</b>	Teaching Staff L1 – L3 (dependent on qualifications and experience)
<b>Position Number/s</b>	102318, 102319
<b>Reporting to</b>	Senior Educator – School of Education
<b>Supervises</b>	Nil

## Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability. Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

## Division Overview

The School of Education is responsible for the delivery of VCAL, Art & Design, Disability programs, English as an Alternative Language, Education Support, Sport & Recreation, Early Childhood Education and Care, Professional Education, Reconnect and Student Learning Support across the Institute's campuses. The School has staff based at Warrnambool, Portland, Hamilton and Colac but may conduct programs in other regions.

The School supports the delivery of teaching and learning programs at SWTAFE, including the development and implementation of educational projects aligned with the strategic direction of the organisation in collaboration with our Industry and community partners. This will be achieved through the delivery of high-quality skills training that meet the current and emerging needs of the region.

## Position Overview (Your Opportunity)

TAFE teachers are accountable for the delivery of quality education, training and fee for service programs in accordance with the vocational education and training standards detailed in the Australian Quality Training Framework (AQTF) 2007. This position encompasses all facets of the learning process from course enquiry and advice to assessing and determining the training requirements of Institute clients. The work requires management of the learning process for students using a variety of TAFE teaching strategies such as recognition of prior learning, on-line learning support, workplace learning, delivery and assessment as well as traditional classroom delivery.

In your role as Teacher - Early Childhood Education and Care you will enjoy the satisfaction of giving students from diverse backgrounds the skills they need to succeed in their future careers. Your current contemporary industry knowledge and experience will be fully utilised with the end to end teaching process.

### Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

#### **Your Position**

- Deliver training in Certificate III in Early Childhood Education and Care, and the Diploma of Early Childhood Education and Care.
- Teach in subjects and programs in a variety of learning modes and across a range of locations
- Is proactively engaged with the end to end teaching process ensuring service excellence and continuous improvement across SWTAFE including meeting governance expectations of fee for service programs
- As appropriate, provide potential and ongoing students with individual educational support by assessing students against the required standards, accurately recording achievement and providing feedback to students on their demonstrated performance in relation to any given standards
- Develop high quality teaching resources and assessment materials to meet the requirements of both accredited curriculum and training packages
- Maintain accurate records of student progress and assessment in accordance with established policies and procedures
- Liaise as appropriate with industry and the community to develop and customise training appropriate to client requirements
- Plan, market, coordinate and monitor relevant SWTAFE and industry based programs
- Provide support and advice to students of diverse cultures, backgrounds and abilities and implement appropriate support strategies and/or learning programs as required
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment

#### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

### Key Selection Criteria (Key to Success)

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Successful candidate will demonstrate the best combination of the following characteristics;

- Experience in teaching a range of subjects and programs in a variety of learning modes
- Capability to research and develop appropriate teaching curriculum, materials, resources and methods of assessment relevant to the TAFE Sector
- Identify, tailor and implement innovative teaching and learning strategies to support the diverse needs of students and customers
- Undertake regular professional development to maintain and continuously improve individual professional competence as a TAFE teacher and ensure regulatory compliance
- Knowledge and ability to work effectively in the Vocational Education & Training (VET) sector
- A flexible and adaptive approach to teaching delivery and assessment utilising contemporary technologies

## Qualifications and Requirements

### *Mandatory requirements*

- An approved degree, diploma or certificate in a relevant vocational area or approved equivalent qualifications, approved industry experience and the ability to demonstrate currency in vocational workplace competencies
- An AQF4 vocational teaching qualification - for example, Certificate IV in Training and Assessment TAE40116
- Employee Victorian Working with Children and satisfactory Police Check

### *Highly desirable requirements*

- An approved course of teacher training accredited at Australian Qualifications Framework (AQF) Level 5 or Level 6, with significant teaching experience, including TAFE postings
- Substantial experience using Microsoft Office products and relevant industry software and programs

## Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with the Victorian TAFE Teaching Staff Agreement, 2018
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager		
<b>Approved by</b>	Department Executive Manager		
<b>P&amp;C review</b>	People and Culture	General Review	
<b>Agreed by</b>	Incumbent		