

POSITION TITLE: Trainer Under Supervision – Locksmithing
Teacher
POSITION REPORTS TO: Program Leader Engineering
DEPARTMENT: Engineering/Construction
CAMPUS LOCATION: Heidelberg
POSITION NUMBER:
CLASSIFICATION: Victorian TAFE Teaching Staff Agreement 2018
LEVEL:

POSITION PURPOSE

- *To plan, develop deliver and assess quality vocational education and training in a range of learning environments within the assigned programs.*

STAKEHOLDER MANAGEMENT

Internal:

Heads of Schools
Manager
Leading Teachers
Program Leader
Non-teaching staff
Teachers

External:

Students
Parents / Advocates Schools
Community groups/ organizations
Employers
Industry

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

- Conduct required pre-training assessment reviews and assessment requirements connected to contract delivery for the program/s.
- Participate in the marketing and promotion of the courses delivered by the Locksmithing department.
- Liaise with industry contacts, networks, and learning communities.
- Assist in the development and maintenance of quality assurance processes in relation to program and course administration, design, delivery assessment, and evaluation of training materials.

- Work within the quality systems, (including the Australian Quality Training Framework), prepare lesson plans, develop work units, communicate and maintain records to a high standard as required.
- Keeping informed of educational developments and related government policies that will affect program delivery in the area of Locksmith programs or particular specialist areas or programs.
- Staying abreast of current thinking and developments in technology that impact on the particular areas of expertise.
- Embrace new technologies and innovations and Identify and implement continuous improvement strategies.
- Identify, create, and participate in professional development relevant to teaching and the maintenance of vocational currency.
- Actively participate in staff meetings, ongoing curriculum development, and other relevant professional development activities.
- Assist Program Leaders and Managers and work collaboratively with colleagues to establish and maintain a quality service and to ensure the effective operation of the assigned programs.
- Prepare, organize, assist to gather evidence for assessment and deliver the sessions within the agreed number of trainer hours to complete the training in selected modules of the diploma course in conjunction with their supervisor.
- Provide advice on resources and equipment prior to and during the training.
- Maintain industry relevance and currency in line with current vocational
- Meet regularly with supervisor and mentor
- Follow Work Education Program area process

KEY ACCOUNTABILITIES

- Undertake a range of administrative, coordination, and learning services activities directly related to the assigned program.
- 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 is encouraging of them.
- Communicate and co-operate with colleagues in team teaching and other situations, including research of mentoring models.
- Assist in securing and managing any work placement or vocational experience component connected to program delivery.

- Maintain and assist in the accurate recording of information in learners' portfolios.
- Contact learners to discuss absence and to support their return to the classroom, wherever possible (timings of contact to be determined with the line manager).
- Develop teaching resources and assessments that meet curriculum and contract requirements and client needs.
- Maintain accurate records of student attendance, progress, and assessment in line with Melbourne Polytechnic and contractual requirements. This includes involvement in the selection and assessment of intending students, assessment, and documentation of students' progress within the program as required and the identification and introduction of strategies to assist students experiencing learning and/or settlement difficulties.
- Participate in classes and programs at times and days which best suit the learners' needs, as negotiated with relevant program leadership.
- Participate and work with department team members in validation and moderation sessions with other providers and/or industry.
- Provide pre-course advice to students and participate in the student selection, enrolment, and induction processes.
- Use diverse and appropriate adult learning methods.
- Provide authoritative advice to stakeholders in relation to learning needs of students and training needs of employers.
- Communicate regularly with the Program Leaders and other staff within the Locksmithing Department to establish a flexible team environment and consistency in resource and delivery strategies.

KEY SELECTION CRITERIA

- Appropriate post-secondary qualifications together with relevant and recent industrial experience.
- Appropriate current vocational qualifications in the specialist area of teaching
- Demonstrated experience required in your relevant industry
- Confident use of ICT skills to produce work for learners, to assist with e-learning and to report across a range of programs.
- Demonstrate knowledge of and commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance and Continuous Improvement.
- Current Employee Working with Children Check.

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</i>, <i>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.