

POSITION TITLE: Casual Teacher – Locksmithing
POSITION REPORTS TO: Program Leader – Engineering & Wet Trades
DEPARTMENT: Construction
CAMPUS LOCATION: Multi-Campus Institution
POSITION NUMBER:
CLASSIFICATION: Victorian TAFE Teaching 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:

MP staff and students

External:

Community organisations
Suppliers and vendors

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 and conduct lessons (in line with agreed delivery plans and Training Package requirements) to ensure the successful delivery of courses in the Trades Department.
- Communicate regularly with the Lead Teachers, Program Leaders and other staff within the Wet Trades programs to establish a team environment and consistency in resourcing and delivery strategies.
- Assist in developing, maintaining and evaluating student learning programs and associated teaching materials relevant to teaching activity.
- Contribute to the administration of the department and teaching programs by: continually maintaining class attendance in compliance with the Institute quality guidelines; provide students' academic results in a timely manner; identify resource requirements for units being taught and participate in ongoing preparation and correction relevant to the teaching activity.
- Submit accurate time cards in ESS within the fortnightly pay period.

- Provide a current Resume and Fill out Melbourne Polytechnic Vocational Competency Matrix prior to engagement.

KEY ACCOUNTABILITIES

- In consultation with the Lead Teachers, Program Leaders and other teaching staff implement strategies to support and retain students who are experiencing difficulties with course content.
- Other duties as required by the Lead Teacher and/or Program Leader.

KEY SKILLS AND EXPERIENCE

- A certificate relevant in content and academic level to the teaching duties to be performed. Industry experience relevant to the content area and academic level being taught.
- Well-developed teaching skills, including the ability to select and use a range of teaching and assessment strategies as determined by student needs and competency standards.
- A Certificate IV in Training and Assessment (TAE41016) or its equivalent
- A sound knowledge of the relevant industry area.
- Capacity to plan, schedule and meet agreed deadlines in the completion of teaching duties
- Demonstrated knowledge of the commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance and Continuous Improvement.
- A current Working With Children Check.
- Provide evidence which substantiates your entitlement to work in Australia

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	