

Position Description Form

Position Title: Teacher Electrical	
Department: Construction	
Position Reports to: Program Leader Electrical	
Direct Reports: Nil	
Position Classification:	Victorian TAFE Teaching Staff Agreement 2018
Position Description Issue Date:	February 2022
Location:	
You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly, you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

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

Key Responsibilities

Teaching:

- Work with Program Leaders and Managers to set and achieve teaching objectives.
- Provide pastoral care to students.
- 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 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

Position Description Form

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 leadership in specialist areas within the assigned department.
- Assist with staff induction.
- Support other teachers and team-members in the site or program by cooperative teaching, creating excursions, planning incursions or supporting learners to learning from group-projects.
- 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 Electrical programs to establish a flexible team environment and consistency in resource and delivery strategies.

Assessment:

- Conduct required pre-training assessment reviews and assessment requirements connected to contract delivery for the program/s.

Industry Engagement:

- Participate in the marketing and promotion of the courses delivered by the Electrical department. Liaise with industry contacts, networks and learning communities.

Quality and Compliance:

- 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.

Vocational and Industry Currency

- Keeping informed of educational developments and related government policies that will affect program delivery in the area of Electrical programs or particular specialist areas or programs.
- Staying abreast of current thinking and of 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.

Other:

- 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.
- Work within the framework of Melbourne Polytechnic's policies, procedures and legislative/regulatory requirements.
- Maintaining up-to-date knowledge of Institute Occupational Health and Safety requirements and Anti-Discrimination, Quality Assurance and Continuous Improvement policies and guidelines.

Position Description Form

Key Relationships

Internal

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

External

Students
Parents / Advocates
Schools
Community groups/ organizations

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

Mandatory:

- Appropriate post-secondary qualifications together with relevant and recent industrial experience.
- Holder of Victorian Electrical A Grade License, Current Certificate III in Electrotechnology
- 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)
- Demonstrated understanding of adult learning principles, teaching methodologies and a demonstrated high standard of teaching practice; and a commitment to learner-centred teaching.
- Proven capacity to plan, schedule and meet agreed deadlines in the completion of duties and to work both productively, individually and within a team and to have the capacity to liaise with the Manager regarding student and case management issues.
- Well-developed teaching skills including the ability to select and use a wide range of teaching and assessment strategies appropriate to diverse needs of the student group together with demonstrated effective student management skills.
- Demonstrated capacity to initiate and implement change and innovation in response to emerging needs and priorities in the department environment.
- Demonstrated high level interpersonal skills and an exemplary professional approach when interacting together with excellent written and oral communication skills.
- Demonstrate capacity to network, explore and develop partnerships to increase student engagement and opportunities during and post studies.
- Excellent 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 Working with Children Check

Position Description Form

Desirable:

- Knowledge of current issues in higher education and vocational education and training particularly as they relate to the areas taught within the school

Our Values

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Integrity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Limits of Authority

Delete if not applicable

Safety Issues Significant to the Position

Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Sign Off:

Employee Name		Manager Name	
Employee Signature		Manager Signature	
Date		Date	