**Role Description**
**TAFE Queensland North**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Tutor</th>
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<tbody>
<tr>
<td>Job Ad Reference</td>
<td>TQN 81-16</td>
</tr>
<tr>
<td>Region</td>
<td>North</td>
</tr>
<tr>
<td>Closing Date</td>
<td>N/A</td>
</tr>
<tr>
<td>Portfolio</td>
<td>General Education</td>
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<tr>
<td>JEMS No.</td>
<td>3478 (12/2013)</td>
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<tr>
<td>Location</td>
<td>Various - Bowen, Burdekin, Cannonvale, Charters Towers, Ingham, Townsville, Palm Island</td>
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<td>TRIM No.</td>
<td>13/407833</td>
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<td>Classification Salary</td>
<td>TUT Steps 1-5, TAFE Teachers’ Award - State 2012 $47,730 - $55,444 per annum (Full Time) CTUT01 - TAFE Teachers’ Award – State 2012 $37.92 Casual Tutor (Weekday) hourly rate (including leave loading) Plus superannuation contributions of up to 12.75% of your annual salary</td>
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<tr>
<td>Employment Status</td>
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**About TAFE Queensland**

TAFE Queensland is the largest and most experienced provider of further education and training in Queensland offering practical, industry-relevant training to over 180,000 students annually, across more than 500 program areas. On 1 July 2013, TAFE Queensland was established as an independent statutory body under the *TAFE Queensland Act 2013*.

The TAFE Queensland network comprises a Head Office in Brisbane and six regions delivering training from Thursday Island to the Gold Coast, from Bundaberg to Roma and across the South-east corner of Queensland. The TAFE Queensland regions are:

- TAFE Queensland North
- TAFE Queensland Brisbane
- TAFE Queensland SkillsTech
- TAFE Queensland Gold Coast
- TAFE Queensland East Coast
- TAFE Queensland South West

TAFE Queensland is an organisation that puts our customers – students, employers, communities – at the centre of everything we do.

As an employee of TAFE Queensland, you will be part of the state’s leading provider of further education and training committed to quality teaching, a safe working environment and delivering real outcomes for our students.

For more information about TAFE Queensland visit [www.tafeqld.edu.au](http://www.tafeqld.edu.au)

**Our Region**

With a huge geographical footprint stretching from the Whitsundays to Thursday Island and west to Mount Isa, TAFE Queensland North is an important part of the north Queensland community and fast-growing economy. As the area’s leading training provider, TAFE Queensland North attracts local and overseas students to its 17 locations also offering programs online, at school and in the workplace. Training offerings range from business and health to trades and tourism, and close partnerships with schools, business, industry and universities create excellent pathways and
opportunities for TAFE Queensland North students and graduates. The region is also proud to cater for the highest proportion of Aboriginal and Torres Strait Islander students in the TAFE Queensland network.

**Your Opportunity**

TAFE Queensland English Language and Literacy Services (TELLS), acting on behalf of the Queensland Government, is responsible for providing support services to the network of TAFE Queensland regions engaged in the delivery of the Adult Migrant English Program (AMEP) and the Skills for Education and Employment (SEE) Program.

The AMEP provides settlement focused English language tuition and related services for eligible newly arrived migrants and humanitarian entrants. The SEE program provides training in literacy, numeracy, English and employability skills to eligible job seekers for whom these skills are a barrier to employment. Both the AMEP and SEE programs are funded by the Australian Government Department of Industry.

As a TAFE teacher, you will contribute to developing and delivering quality learning services to a wide range of clients through:

- Outcome focused vocational education and training (VET) programs.
- Linking with industry, schools, universities, other TAFE and VET providers.
- Maintaining currency with industry practices, workplace delivery and contemporary teaching methodologies and philosophies.
- Working in an environment of change and continuous improvement.

This position reports to the Contract Manager SEE and Student Services.

**Key Responsibilities**

- Conducting tutorials to revise and consolidate learning
- Contributing to the development of blended and distributed learning techniques and products
- Assisting teachers in student/client assessment processes
- Fostering links with industry and providing advice on learning trends and practices
- Participating in course planning, competency development and course product development
- Liaising and assisting students and clients regarding learning progress
- Participate in a working environment supporting quality human resource management practices including employment equity, anti-discrimination, occupational health and safety, and ethical behaviour.

**Success Factors for the Role**

1. Instructional effectiveness including knowledge of contemporary industry practice, content knowledge, quality student interaction, effective preparation and assessment and the ability to contribute to course planning, development and assessment through participation and contribution within a self-managed team.
2. Capacity for self-management, participative decision making, team participation and the ability to accept, promote and manage change.
3. Ability to strengthen the links between industry, education and other providers of education and training.
4. Commitment to self-development with the focus on instructional skills, technology, skills update and contemporary industry practices.
5. Demonstrate sound interpersonal communication skills.

**Qualifications / Requirements**

**Mandatory requirements:**

- TAESS00003 Enterprise Trainer and Assessor Skill Set (or its successor); and
- TAELLN411 Address Adult Language, Literacy and Numeracy Skills; and
- Current industry/work experience in the relevant discipline

**Highly desirable requirements:**

- Certificate IV in Training and Assessment (TAE40110) or equivalent
How to Apply

To apply for this role, please provide the following:

- A brief resume with contact details for 2 referees (one of whom should be your current supervisor).
- A maximum two page written response that is aligned to the Success Factors for the Role section of this role description.

For further information, please contact: Jen Taylor, Contract Manager SEE & Student Services. 07 4750 5638

Additional Information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- You will be required to travel and work across TAFE Queensland North.
- Travel and overnight absences from base will be required of this position.
- It would be highly desirable for the incumbent to possess a current driver’s licence.
- A criminal history check will be initiated on the successful applicant by the Queensland Police Service.
- A non-smoking policy applies in Queensland government buildings, offices and motor vehicles.
- If the successful applicant has been engaged as a lobbyist, a statement of their employment is required.
- You may be required to complete a period of probation.