

Role Description

TAFE Queensland

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Queensland

Position Title	Tutor	Job Ad Reference	TQN 151-17
Region or Business Unit	North	Closing Date	22 November 2017
Portfolio	General Education	JEMS No.	N0075
Location	Charters Towers	HPECM No.	12.2016
Classification Salary	Tutor, Steps 1-5, TAFE Queensland Award – State 2016 (Modern Award) 36 ¼ hour week \$30,234 - \$35,119 per annum (pro rata), Plus superannuation contributions of up to 12.75% of your annual salary		
Employment Status	Temporary Part-time (0.6) until 30 June 2018 unless otherwise determined.		

About TAFE Queensland

TAFE Queensland is the largest and most experienced provider of vocational education and training in the state, with a history of serving Queensland communities for over 130 years.

Each year TAFE Queensland enrolls over 120,000 students across a network of over 50 campuses, in workplaces, online and in markets offshore. Our offering spans from foundation skills and entry level qualifications to higher education degrees across more than 500 programs.

Our unique structure and statewide delivery model supports our commitment to assisting the diverse needs of our students, from a wide range of socio-economic and cultural backgrounds, and in regional and remote locations. Our responsive approach allows us to adapt our offering to meet the needs of local industries by delivering training that strengthens local communities and provides real employment opportunities for graduates.

The distinguishing characteristic of all of TAFE Queensland's programs is that they are built to meet the needs of employers and the broader industry. Students engage in practical applied learning which gives them the skills they need to be job-ready and excel in their careers.

For more information about TAFE Queensland visit www.tafeqld.edu.au.

Your Opportunity

As a key member of the region's teaching and delivery team, 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 Business Manager General Education.

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.
- Lead and manage the teaching and learning process for classroom, industry, distance and web based clients.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

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:

- Possession of vocational qualifications at the level or higher than the level to be tutored; and
- TAESS00003 Enterprise Trainer and Assessor Skill Set (or its successor); and
- TAELLN411 Address Adult Language, Literacy and Numeracy Skills; and
- Current industry skills directly relevant to the training and assessment being provided; and
- Current knowledge and skills in vocational training, learning and assessment that informs their practice, gained through ongoing professional development.
- Working with Children Check (Blue Card). Confirmation of employment is conditional upon the preferred applicant being issued with a Blue Card. For further information, please access the Public Safety Business Agency's Blue Card Services: <http://www.bluecard.qld.gov.au/>

Note: Proof of qualifications is required to be provided at interview.

Highly desirable requirements:

- Current Certificate IV in Training and Assessment 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 'How you will be Assessed' section of this role description.

For further information, please contact:

Jane McKellar
 Industry Portfolio Manager
 0447 263 444

Additional Information

- Departmental employees are required to acknowledge they understand their obligations under the Queensland Government Code of Conduct and the department's Standard of Practice and agree to align their professional conduct to these obligations.
- The Child Protection Reform Amendment Act 2014 requires the preferred applicant to be subject to a working with children check as part of the employment screening process. It is an offence for a disqualified person to sign a blue card application form. Further details regarding the blue card system is available at: www.bluecard.qld.gov.au/
- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- 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.
- 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.