

# Role Description

TAFE Queensland

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<b>Position Title</b>	Teacher (Foundation Skills)	<b>Job Ad Reference</b>	TQN 125-17
<b>Region</b>	North	<b>Closing Date</b>	27 September 2017
<b>Portfolio</b>	Aboriginal and Torres Strait Islander Programs	<b>JEMS No.</b>	N0074 (12/2016)
<b>Location</b>	Cairns	<b>TRIM No.</b>	12/2016
<b>Classification Salaries</b>	TAFE Queensland Award - State 2016 Teacher (TCHT) Steps 1-7: \$68,087 - \$87,477 per annum Casual Teacher (CTCH01) Weekdays: \$87.15 hourly rate (including leave loading) Plus superannuation contributions of up to 12.75% of your annual salary		
<b>Employment Status</b>	Temporary full-time, part-time and casual positions available until 15 December 2017, unless otherwise determined.		

## 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 165,000 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**

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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 Portfolio Manager, Aboriginal and Torres Strait Islander Programs.

## **Key Responsibilities**

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- Lead and manage the teaching and learning process for classroom, distance, web, industry and workplace based clients.
- Develop effective working relationships with students, client groups and Institute staff by participating in team meetings, industry reference groups, student events and Institute forums.
- Use flexible, blended and distributed learning techniques, options and products to meet the changing needs of various client groups.
- Contribute to the review, development and implementation of training packages/syllabus, course content and teaching and learning resources.
- Coordinate and participate in validation/moderation activities including student evaluations, assessment instruments and internal systems to meet audit, legislative and industry requirements.
- Identify and develop innovative delivery and assessment solutions for the vocational education and training requirements of client groups and the wider community.
- Participate in the coordination of teaching programs, marketing strategies, management of teaching resources and associated records.
- Maintain an understanding of the commercial aspects of TAFE including financial and business performance and any impact from external factors.
- Actively engage with industry, business and the community.

## **Success Factors for the Role**

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1. Demonstrated capacity for best practice in the management of teaching and learning activities (including delivery, assessment and evaluation).
2. Knowledge of the education and training sector and the ability to positively respond to new directions and demands of the training market.
3. Work effectively as a team member, with demonstrated capacity for leadership and self-management and an ability to accept, promote and manage change.
4. Demonstrate commitment to professional and self-development with a focus on qualifications/skills update and contemporary industry practices including safe, equitable and anti-discriminatory work practices.
5. Utilises well-developed interpersonal and communication skills to deliver flexible, responsive and quality client service with particular experience in working with Aboriginal and Torres Strait Islander students.

## Qualifications / Requirements

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### *Mandatory requirements:*

- Certificate IV or Diploma in Training and Assessment, including TAELLN411 Address Adult Language, Literacy and Numeracy Skills, or demonstrated equivalence (of this unit);
- Demonstrated experience delivering Language Literacy and Numeracy
- Demonstrated experience working with Aboriginal and Torres Strait Islander clients, unemployed people, youth at risk and / or client groups with low levels of literacy and numeracy.
- 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/>

### *Highly desirable requirements:*

- Possession of a formal teaching qualification (Bachelor of Education or equivalent), inclusive of Language, Literacy and Numeracy (LLN) OR Bachelor degree plus a recognized postgraduate qualification in LLN

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

## How to Apply

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All applications must be submitted via [www.seek.com.au](http://www.seek.com.au) by **Wednesday, 27 September 2017** and include 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.

When applying for this position quote **Job Ad Reference Number TQN 125-17**

*For further information, please contact:*

Leanne Bell

Portfolio Manager, Aboriginal & Torres Strait Islander Programs

(07) 4042 2589

## Additional Information

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- You will be required to travel and work across TAFE Queensland North.
- Travel and overnight absences from base will be required of this position.
- To progress beyond Step 4 of the pay scale, you will require an approved teaching qualification from a recognised tertiary institution.
- *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/](http://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.