

# Role Description

TAFE Queensland

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<b>Position Title</b>	Teacher – Assistance in Nursing (AIN)	<b>Job Ad Reference</b>	TQN 141-17A
<b>Region</b>	North	<b>Closing Date</b>	12 January 2018
<b>Portfolio/Business Unit</b>	Community and Health	<b>JEMS No.</b>	N0074 (12/2016)
<b>Location</b>	Cairns	<b>HPECM No.</b>	12/2016
<b>Classification Salary</b>	TCHT Steps 1 - 7, TAFE Queensland Award - State 2016 (Modern Award) 36 ¼ hours per week \$68,087 - \$87,477 per annum, Plus superannuation contributions of up to 12.75% of your annual salary.		
<b>Employment Status</b>	Temporary Full-time until 29 November 2019 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](http://www.tafeqld.edu.au).

## Your Opportunity

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 Business Manager, Community and Health

## 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.

## How you will be Assessed

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

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.

## Qualifications / Requirements

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*Mandatory requirements:*

- Possession of relevant vocational qualification/s at the level equivalent to or higher than the level to be delivered, in one or all of the following areas: Certificate III Health Services Assistant; and
- Current Certificate IV or Diploma in Training and Assessment; or, possession of the Enterprise Trainer and Assessor Skill Set with a willingness and ability to attain the full Certificate IV in Training and Assessment within probationary period; or
- Higher education qualification in adult education (Bachelor, Graduate Certificate or Graduate Diploma) which includes a practicum component; plus TAELLN411 Address Adult Language, Literacy and Numeracy Skills, or demonstrated equivalence (of this unit); and
- Demonstrated current industry skills directly relevant to the training/assessment being undertaken.

- 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:*

- Enrolled or Registered Nurse

## **How to Apply**

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To apply for this role, applications must be electronically submitted via [www.seek.com.au](http://www.seek.com.au) by **Friday 12 January 2018** 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 'How you will be Assessed' section of this role description.

**For further information, please contact:**

Melanie Clarke  
Business Manager  
07 4042 2652

## **Additional Information**

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- To progress beyond Step 4 of the pay scale, you will require an approved teaching qualification from a recognised tertiary institution.
- 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/](http://www.bluecard.qld.gov.au/)
- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- You may be required to travel and work across TAFE Queensland North Region
- Travel and overnight absences from base may be required of this position.
- It would be highly desirable for the incumbent to possess a current driver's license.
- 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.