

Job Description

Position Summary

Title	Teacher Community Services
Purpose	The position of Teacher contributes to TAFE Gippsland's performance and reputation through: • Managing the learning process to enable students to achieve their best • Developing and delivering relevant and industry current course material • Maintaining their own vocational currency to ensure they are delivering the most up to date practices • Ensuring student records are accurate and maintained according to policies and procedures • Adhering to quality and compliance principles and practices in relation to teaching and assessment activities • Applying innovative delivery practices contextualised to the clients' needs • Contributing to the growth and development of TAFE Gippsland • Providing advice and information regarding TAFE Gippsland's courses
Reports To	Program Manager Community Services
Classification	Level 1 to 3 (AQF4 to AQF6) Victorian TAFE Teaching Staff Agreement 2024

Key Accountabilities

Curriculum management	• Understanding and interpreting the requirements of the relevant Training Package/s and taking responsibility for keeping up to date with any amendments • Planning, preparing, delivering and assessing quality teaching and learning activities • Designing and implementing a range of teaching methodologies as appropriate to client groups • Researching, developing, validating and implementing teaching and learning resources, and assessment materials
Student Management	• Maintaining accurate course and student records according to organisational requirements and timelines, specifically in the areas of student enrolment, participation and validation • Contributing to the development and distribution of course promotional materials and providing advice to students • Responding to student enquiries, advising and developing student training plans, and assisting with enrolment processes according to policies, procedures and defined timelines • Actively contributing to and participating in student related activities and events as required – e.g. enrolment days, information sessions, graduations, etc. • Ensuring the appropriate engagement and progression of students and actively partnering with the Student Advisory team to identify and support students who are 'at risk' of non-completion or withdrawal
General	• Adhering to training and assessment compliance requirements, specifically related to organisational policies and procedures, the internal Quality & Compliance Team (Education Faculty), the Australian Skills Quality Authority (ASQA) and the Higher Education & Skills Group (HESG) • Participating in planning activities and developing and promoting new courses and initiatives that lead to revenue growth • Attending mandatory Course Team meetings, and actively participating in and contributing to the Course Team processes and requirements

- Ensuring that their own professional teaching and vocational competence and currency is maintained to appropriate industry and organisational standards, and that any specialised licensing requirements are adhered to and kept up to date
- Advising the Program Manager regarding specialist resource and equipment requirements
- Participating in networks that contribute to ensuring relevance and currency of material being delivered, and identification of future opportunities

Required Knowledge & Skills

Education & Experience

- Certificate IV Training and Assessment (TAE40122 or equivalent) is mandatory
- Appropriate industry related qualification/s

Essential Knowledge and Skills

- Ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse learner population and the competency standards required
- Knowledge of and experience in the delivery of industry specific skills.
- Vocational competence and qualification (at minimum) to the level being taught/assessed.
- Demonstrated capacity to plan, research, schedule and meet agreed deadlines.
- High level knowledge of Training Packages and the ability to interpret and deliver on requirements.
- Knowledge of the compliance and quality requirements of the National VET Quality Framework overseen by ASQA, and the ability to comply with such.
- High level IT skills and competence in the use of Microsoft Office products, with an ability to learn and utilise other programs as required in the job role

Key Functional Relationships

Internal

- Heads Of Department and Program Managers
- ICT
- TAFE Gippsland teaching staff
- Client Services and Education Admin team peers

External

- Students
- Industry representatives

Mandatory Requirements

- Current Drivers Licence;
- Valid Working with Children Clearance (WWC);
- Current (less than 12 months old, and renewable every 5 years) satisfactory National Police Check.
- Some travel between campuses will be required

Key Selection Criteria

1. Successful completion of Certificate IV Training & Assessment (TAE40122 or equivalent) is mandatory
2. Qualification/s and current work experience within the relevant vocational discipline (Note – the appointee must be able to demonstrate vocational competence at least to the level of that being delivered and assessed);
3. Demonstrated capacity to plan, prepare, deliver and assess quality VET programs;
4. High level knowledge of Training Packages and the ability to interpret and deliver on requirements;
5. Knowledge of the compliance and quality requirements of the National VET Quality Framework overseen by ASQA, and the ability to comply with such;
6. Commitment to maintaining currency of vocational and professional competence;

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7. High level ICT skills with the ability to use online technologies and systems;
8. Ability to work collaboratively, harmoniously and flexibly as part of a professional team, and a high work ethic that demonstrates initiative and a 'can do' attitude across a range of deliverables;
9. Ability to contribute to the promotion of TAFE Gippsland, the development of new products and services, and the recruitment of students.

Version Control and Sign off

Effective Date: 10 December 2025

Prepared by: People & Culture

Approved by: Program Manager Community Services

Employee Sign-Off:

Date: