

Position Description

Position Title:	Teacher – Animal Studies
Program Area:	Animal Studies
Centre:	Science & Technology
Reports To:	Program Manager
Position Number:	100270/110053/110054

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Values and Behaviours

As a values-based organisation we demonstrate our values through our behaviours. We have identified and adopted a set of trademark behaviours which provides a framework for us to model, reward and challenge behaviour across our organisation. These behaviours are:

- Take responsibility
- Always positive
- Show respect
- Step up and take a risk

Underpinning our trademark behaviours is The Gordon Code of Conduct. This is a public statement defining how we behave and interact with clients and colleagues.

Inclusion and Diversity

The Gordon Institute of TAFE is committed to providing a working environment where staff and students can thrive. We acknowledge, welcome and celebrate differences in gender, age, ethnicity, race, cultural background, disability, religion and sexual orientation. We are aiming for a representative workforce where diversity and inclusion supports the attraction recruitment retention and engagement of high performing individuals across the Institute.

Position Summary

The role of the TAFE teacher embraces the continuum of the learning process. TAFE teachers are expected to be able to:

- provide advice and service to those enquiring about courses and training
- assess and determine the training requirements of new and existing clients
- interpret and implement industry Training Packages in designing learning
- manage the learning process for clients using a variety of teaching and assessment strategies
- manage their ongoing professional learning and industry currency.

TAFE teachers are expected to be competent in teaching and assessment activities that include:

- workplace and classroom delivery and assessment
- facilitation of on-line learning and learner support
- recognition of prior learning
- validating learning practices with industry
- providing student feedback
- reporting learning and assessment outcomes.

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The TAFE teacher is expected to be an innovator in order to respond effectively to the changing training demands of clients, to embrace new technology and become business-focussed in delivering training outcomes in accordance with business demands. The TAFE teacher works in a wide variety of environments and in different teaching and learning modes including flexible delivery, workplace training and assessment, classroom delivery and on line learning support.

The TAFE teacher will be expected to be able to work effectively as a member of a team and be required to be involved in a range of course or program coordination activities that support the effective operation of the teaching department and the achievement of learning outcomes for students and industry clients.

The TAFE teacher may be required to work across any campus as directed.

Major Objectives and Responsibilities

- 1 Design, prepare, deliver and assess vocational education and training programs, applying a variety of teaching methods, (including flexible delivery, on the job training and assessment), which reflect best practice teaching methodology.
- 2 Research, adapt and develop innovative learning practices and delivery options that enhance the Program area's capacity to meet the learning needs of students.
- 3 Provide learning programs that are inclusive for students from diverse cultures, backgrounds and abilities; and implement appropriate support and/or modified learning programs and strategies as required.
- 4 Collaborate with other teaching staff in continuous improvement strategies to ensure quality delivery of training, moderation and validation of assessments across the Program area.
- 5 Liaise with industry, community or other key stakeholders to develop and customise training appropriate to client requirements.
- 6 Contribute and participate as a member of the Program area on a range of operational duties including course advice, student selection, enrolments, promotional activities, graduation and administrative duties.
- 7 Ensure that learning and teaching materials including learning resources, assessment tools, delivery and assessment plans, and student information are developed and that they are appropriately recorded and stored, and readily accessible for the Program area's administration; and able to be produced as evidence of compliance in accordance with legislative, regulatory and organisational requirements and systems.
- 8 Participate in both teaching and industry specialist area related professional development activities to maintain vocational competence; and to improve skills and knowledge current to the profession or specialist area in accordance with regulatory standards and organisational requirements.
- 9 Collaborate and participate in Organisation wide project teams to deliver new education and training programs or options.
- 10 A demonstrated commitment to The Gordon's values and behaviours.
- 11 Actively participate in an annual performance planning and review process.
- 12 Contribute to and comply with all Gordon policies and procedures, and legislative requirements, including: Staff Code of Conduct; Quality Management; Equal Opportunity; Occupational Health and Safety; Child Safe Standards; Victorian Information Privacy Act; and

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contribute to the identification, reporting and control of risks within areas of responsibility and organisation wide.

- 13 Perform other duties as required by the Program Manager.

Key Selection Criteria

1. Successful completion of Certificate IV in Training and Assessment (TAE40116 or TAE40110) inclusive of TAEASS502 (Design & develop assessment tools) or equivalent & TAELN411 (Address adult learning, literacy and numeracy skills) or equivalent.
2. A degree, diploma or other approved tertiary qualification in Animal Nursing, Animal Science or Veterinary Science to enable to teach across any of the following courses within the Animal Care and Management Training Package:
 - Certificate II Animal Studies
 - Certificate III Animal Studies
 - Certificate III in Companion Animal Services
 - Certificate IV Veterinary Nursing

(NB: The appointee must be able to demonstrate the vocational competencies at least to the level of those delivered)

3. Demonstrated current knowledge, relevant skills and industry/commercial experience including:
Veterinary Nursing and/or Animal Management.
4. Demonstrated capacity to design, deliver and assess vocational education and training programs that meet the needs of a range of learners.
5. Demonstrated ability to ensure all administrative and teaching requirements for a teaching program are developed, documented and recorded in accordance with quality standards prescribed within external and internal policies and procedures.
6. Demonstrated capacity to use a range of innovative and flexible vocational and/or teaching strategies, including blended online learning, which can be adapted and used to meet client needs.
7. Ability to demonstrate maintenance of professional currency in the relevant specialist area and teaching methodologies.
8. Demonstrated capacity to apply national, state and organisational quality compliance standards and regulations as they apply to Registered Training Organisations.
9. Ability to work collaboratively, harmoniously and flexibly as part of a professional and/or project team and as a self-motivated person without close supervision.
10. Ability to liaise effectively with external customers to promote The Gordon and its programs within the region and beyond.
11. Ability to demonstrate The Gordon's values and behaviours.

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Corporate Criteria

- 1 Demonstrated Information and Communication Technology skills, e.g. experience using the Microsoft Office suite of programs.
- 2 Understanding of, and ability to apply, Customer Service, Quality Assurance and Human Resource principles, including: Equal Opportunity; Occupational Health and Safety; and risk management.