

Position Description Form

Position Title: Sessional Teacher – Animal Studies	
Department: Agriculture and Animal Studies	
Position Reports to: Program Leader – Animal Studies	
Direct Reports: Nil	
Position Description Issue Date:	January 2021
Location: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.	

About Melbourne Polytechnic

Melbourne Polytechnic offers the perfect combination of higher education and vocational learning, delivered by teachers with real-world experience and expertise. Through a network of six metropolitan campuses and a regional campus in Ararat, Melbourne Polytechnic offers a range of degrees, certificates and diplomas across the whole higher education and vocational training spectrum.

Position Purpose

- To teach Animal Studies as well as other related courses.
- Organise and deliver theory, practical, flexible and field based classes in specialist Animal Studies subject areas including animal health, basic care of animals, breeding procedures, monitoring animal health and wellbeing.

Key Responsibilities

- Teach approved recurrent and industry programs including Veterinary Nursing, Animal Studies, Companion Animal Services program and Certificate to Diploma of Animal Technology
- Liaise with other staff, industry personnel and employers
- Identify requirements for staff development and participating in staff development activities
- Assist in the development and delivery of Animal Studies programs
- Participate in activities related to the delivery of programs, ie. Field trips
- Provide interim and annual reports of student results
- Selecting and assessment of intending students
- Implementing new technologies within the department
- Identify resource requirements
- Participate in ongoing curriculum development and assessment
- Respond to enquiries on courses and training
- Continually maintain class attendance rolls in compliance with the institute quality guidelines
- Selection, safe use and maintenance of appropriate equipment
- Promote traineeships to employers

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- Identify and introduce strategies to assist students who are experiencing learning difficulties.
- Ensure vocational competence is maintained for all areas of teaching
- Follow required Animal Ethics protocols and processes.

Key Relationships

Internal

The Program Leader is responsible to the Manager Agriculture and Animal Studies for

- The provision of educational leadership; and
- The management, planning and co-ordination of the Animal Studies area to ensure the efficient and effective use of resources, to achieve the objectives of the Department as outlines above.
- As such you would be responsible to the Program Leader for your teaching duties and responsibilities.

External

The role of the staff in the Animal Studies Department is to deliver training programs within institute guidelines and, where possible, to encourage interaction with industry and employers in the development of training initiatives.

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

- A relevant qualification in the appropriate field and a TAE40116 Certificate IV in Training and Assessment or a Certificate IV in Training and Assessment (TAE40110) including Design and Develop Assessment Tools (TAEASS502) AND Address Adult language, Literacy and Numeracy (LLN) skills (TAELLN411) or TAELLN401A..
- A course of teacher training accredited at Australian Qualifications Framework Level 6 or above in Adult Education is desirable.
- Ability to take a role in the effective operation and co-ordination of Animal Services courses
- Ability to teach and facilitate delivery of specialist Animal Care subjects and related courses to groups which may have a diverse range of abilities, backgrounds, and readiness. Ability to use a variety of teaching modes and materials including flexible and field based delivery. Excellent machinery operation skills essential
- A thorough knowledge of current industry practices and procedures with a demonstrated ability to initiate and maintain liaisons within the Animal Care Industry
- Ability to co-operate in a team environment and, where necessary, work effectively with minimum supervision
- Demonstrated knowledge of and commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance and Continuous Improvement

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- Current Victorian Driver's License, as well as any other machinery license that relates to the Animal Care industry.

Behavioural Competencies

At Melbourne Polytechnic all staff will behave in accordance with our Values of:

- Authenticity
- Shared Commitment
- Future Focus
- Operational Excellence
- Courage
- Ownership

Limits of Authority

Nil

Safety Issues Significant to the Position

Manual handling, animal handling, animal care and extensive use of keyboard operation and visual display unit, as it relates to an office environment.

Health and Safety

All employees are responsible for:

- Compliance with the Institute policy, safety systems and applicable health and safety legislation and regulations
- Reporting any and all conditions or unsafe practices that may affect the health of employees or others to management promptly
- Recommending improvements to health and safety practices
- Adopting safe work practices that comply with health and safety requirements and must not wilfully place at risk the health and safety of any other person in the workplace
- Assisting in timely completion of any corrective action in accordance with reporting/investigation procedures
- Participating in relevant health and safety induction, training and other relevant activities
- Using and maintaining all safety equipment provided

Managers must also:

- Ensure all appropriate actions are taken to implement health and safety policies and procedures and legislative requirements
- Accept operational responsibility for health and safety performance within work areas under their control
- Where immediate resolution to a risk cannot be achieved and the threat to health and safety is immediate direct that work must cease.
- Ensure all issues raised and the handling of health and safety matters are treated seriously and sympathetically under the strictest confidence.

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- Effectively communicate Health and Safety Policies, procedures and workplace issues with senior management and employees
- Support Health and Safety Representatives and First Aid Officers in fulfilling their responsibilities
- Ensure employees are provided with information, instruction, training and supervision to enable them to perform their work safely.
- Consult with employees and their Health and Safety Representatives on matters relating to workplace health and safety.
- Ensure health and safety responsibilities are included in all employees' Position Descriptions under their control.
- Ensure health and safety performance and compliance is monitored at Site level and regularly reported to the CEO.

Sign Off

Employee's Name

Department Manager's Name

Employee's Signature

Department Manager's Signature

Date: / /

Date: / /