

Position Description Form

Position Title: Teacher Community Services	
Department: Health and Community	
Position Reports to: Program Lead, Community	
Direct Reports: Nil	
Position Description Issue Date:	January 2019
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

- Develop, teach, deliver, assess and evaluate units in the Diploma of Community Services (CHC52015) and the Certificate IV in Community Services (CHC42015)
- Ensure all aspects of program development, delivery, assessment and record management meet compliance requirements.

Key Responsibilities

- Teach and assess units in the Diploma of Community Services (CHC52015) and the Certificate IV in Community Services (CHC42015).
- Assist in securing and managing the work placement component offered to the Community Services students.
- Develop teaching resources and assessments that meet training package requirements.
- Use diverse and appropriate adult teaching methodology.
- Maintain accurate records of student attendance, progress and assessment.
- Identify and implement continuous improvement strategies.
- Participate in validation and moderation sessions with industry.
- Work within the framework of Melbourne Polytechnic's policies, procedures and legislative/regulatory requirements.
- Identify and participate in professional development relevant to teaching and the maintenance of vocational currency.
- Participate in the marketing and promotion of the courses delivered by the Health and Community department.
- Provide pre-course advice to students and participate in the student selection, enrolment and induction processes, sessions and / or expos.
- Participate in staff meetings and other relevant activities.
- Embrace new technologies and innovations.
- Follows Quality Assurance procedures and participates in Quality Audits as appropriate.

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Key Relationships

Internal

- Other teaching staff
- Teaching and administrative staff within the department and school
- Program Lead(s)
- Manager Health and Community

External

- Placement providers
- Employers of Health Services Assistance
- Peak bodies representing Health Services

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

- A relevant qualification (Diploma of Community Services, Diploma of Youth Justice , Bachelor of Social Work, Bachelor of Psychology, Bachelor of Community Services, Counselling Degree or similar. A Masters degree in the above fields are highly welcomed.
- Certificate IV in Training and Assessment TAE40110 including TAEASS502 (Design and Develop Assessment Tools) and TAEELN411 (Address Adult language, Literacy and Numeracy (LLN)) or TAE40116 are essential.
- The Diploma of Vocational Education and Training or an equivalent course of teaching training is preferred.
- Minimum of 3 years recent experience working within the relevant industry.
- Excellent communication and interpersonal skills including and the ability to work independently and in a team environment.
- Capacity to teach and assess all units within the qualification preferred.
- Capacity to supervise students during work placement at
- Current and best practice knowledge of industry training requirements and industry training standards.
- Demonstrated capacity to carry out all administrative tasks associated with teaching.
- Demonstrated knowledge of and commitment to Occupational Health and Safety, Anti-discrimination, Quality Assurance and continuous improvement.
- Demonstrated VET teaching/assessing experience preferred.
- Preferred Registration with a regulatory body such as AASW, PACFA, APHRA, APS or similar.
- A solid understanding of the community services sector
- A current Working With Children Check Card (Employee).

Behavioral Competencies

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

- Authenticity
- Shared Commitment

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- Future Focus
- Operational Excellence
- Courage
- Ownership

Safety Issues Significant to the Position

Manual handling 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

Sign Off

Employee's Name

Department Manager's Name

Employee's Signature

Department Manager's Signature

Date: / /

Date: / /