

Position Description Form

Position Title: Teacher – Arboriculture	
Department: Horticulture and Landscaping	
Position Reports to: Lead Teacher – Landscape and Arboriculture	
Direct Reports: Nil	
Position Description Issue Date:	15/04/2019
Location: Fairfield Campus	
<p>For Teaching Staff: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.</p> <p>For all other Staff: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Accordingly, you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area.</p>	

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 of Arboriculture and subjects related to courses and to organize and deliver theory, practical, flexible and field based classes in Arboriculture subject areas including OH&S, ropes and knots, rigging, pest and diseases, nutrition and plant culture, machinery operation, chainsaw operations and safety, etc.

Key Responsibilities

- Teach approved recurrent and industry programs including Certificate III and Diploma of Arboriculture skills programs
- Identify and develop learning resources for the courses/units you teach into. Complete and keep up to date, all required organization compliance and quality documentation related to the courses, units, short courses you teach into (e.g. TAS, unit outline, assessment, learners guide etc.)
- Participate in assessment(s), & evidencing of assessments. Provide interim and annual reports of students' results.
- Ensure attendance records are reported in a timely manner (e.g. mark book/class attendance rolls & in compliance with the institute quality guidelines). Report student absences to the lead teacher, program lead &/or manager. Reporting timeframes of student absences will be directed by either the lead teacher, program lead &/or manager.

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- Liaise with other staff, industry personnel and employers
- Identify requirements for staff development activities to ensure both industry and teach currencies are evidenced. Participating in approved staff development activities. Assist in the development and delivery of programs
- Assist with the development and delivery of Arboriculture programs
- Participate in activities related to the delivery of programs, i.e. Field trips
- Meet, assess and enrollment of intending students
- Implementing new technologies within the study area and program. Where directed use learning technology, like Moodle for your delivery. Implementing new technologies within the department/institute
- 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. Follow safety data handling sheets and develop where required.
- Promote traineeships to employers
- Identify and introduce strategies to assist students who are experiencing learning difficulties.
- Ensuring vocational competence is maintained for all areas of teaching

Key Relationships

Internal

The Teacher is responsible to the Lead Teacher, Program Leader and Manager Horticulture and Landscaping for

- The provision of educational in an adult learning environment
- Demonstrated high standard of teaching practices for the Arboriculture area to ensure the efficient and effective use of resources, to achieve the objectives of the Department as outlined above.
- As such you would be responsible to the Lead Teacher for your teaching duties and responsibilities.

External

The role of the staff in the Horticulture 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

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Key Selection Criteria

- Ability to take a positive role in the effective delivery of Arboriculture courses
- Ability to teach and facilitate delivery of specialist Arboriculture 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 Horticulture 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
- Current Victorian Drivers' License.

Mandatory

1. A Degree, Diploma or Certificate in the relevant qualification.
2. Certificate IV in Training and Assessment TAE40110 including TAEASS502 (Design and Develop Assessment Tools) and TAELLN411 (Address Adult language, Literacy and Numeracy (LLN)) or TAE40116 are essential.
3. Required workplace Certificates in High Risk work.
4. A current Working with Children Check Card (Employee)
5. Thorough knowledge of current industry practices and procedures
6. Current Victorian Drivers Licence

Behavioral Competencies

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

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

Safety Issues Significant to the Position

Manual handling as a teacher in the Horticultural areas 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

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- 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: / /

Position Description Form

Position Title: Teacher – Landscaping	
Department: Horticulture and Landscaping	
Position Reports to: Lead Teacher – Landscape and Arboriculture or Manager	
Direct Reports: Nil	
Position Description Issue Date:	15/04/2019
Location: Fairfield Campus (with possible travel or delivery at Epping campus)	
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Position Purpose

To teach Landscaping subjects related to courses and to organize and deliver theory, practical, flexible and field based classes in Landscaping subject areas including OH&S, retaining walls, timber construction, plant cultural practices, machinery operation, soils, paving, brick and block construction, etc.

Key Responsibilities

- Teach approved recurrent and industry programs including Certificate II and Certificate III in Landscaping and Certificate IV in Landscape Design skills programs.
- Identify and develop learning resources for the courses/units you teach into. Complete and keep up to date, all required organization compliance and quality documentation related to the courses, units, short courses you teach into (e.g. TAS, unit outline, assessment, learners guide etc.)
- Participate in assessment(s), & evidencing of assessments. Provide interim and annual reports of students' results.
- Ensure attendance records are reported in a timely manner (e.g. mark book/class attendance rolls & in compliance with the institute quality guidelines) within one week of the class. Report student absences to the lead teacher, program lead &/or manager. Reporting timeframes of student absences will be directed by either the lead teacher, program lead &/or manager.

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- Liaise with other staff, industry personnel and employers. Perform industry visits where required.
- Participate in approved staff development activities. Assist in the development and delivery of programs
- Assist with the development and delivery of Landscaping programs
- Participate in activities related to the delivery of programs, i.e. Field trips
- Implementing new technologies within the study area and program. Where directed use learning technology, like Moodle for your delivery. Implementing new technologies within the department/institute
- Selection, safe use and maintenance of appropriate equipment. Follow safety data handling sheets and develop where required.
- Promote traineeships to employers.
- Identify and introduce strategies to assist students who are experiencing learning difficulties.
- Ensuring vocational competence is maintained for all areas of teaching

Key Relationships

Internal

The Teacher is responsible to the Lead Teacher, Program Leader and Manager Horticulture and Landscaping for

- The provision of educational in an adult learning environment
- Demonstrated high standard of teaching practices for the Landscaping area to ensure the efficient and effective use of resources, to achieve the objectives of the Department as outlined above.
- As such you would be responsible to the Lead Teacher for your teaching duties and responsibilities.

External

The role of the staff in the Horticulture 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

- Ability to take a positive role in the effective delivery of Landscape courses
- Ability to teach and facilitate delivery of specialist Landscape 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

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- A thorough knowledge of current industry practices and procedures with a demonstrated ability to initiate and maintain liaisons within the Landscape 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
- Current Victorian Drivers' License.

Mandatory

1. A Degree, Diploma or Certificate in the relevant qualification.
2. Certificate IV Training and Assessment updated.
3. A current Working with Children Check Card (Employee)
4. Thorough knowledge of current industry practices and procedures
5. Current Victorian Drivers Licence

Behavioral Competencies

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- 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
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Sign Off

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<hr/> <i>Employee's Name</i>	<hr/> <i>Department Manager's Name</i>
<hr/> <i>Employee's Signature</i>	<hr/> <i>Department Manager's Signature</i>
Date: / /	Date: / /