

## Position Description Form

<b>Position Title:</b> Teacher Mental Health	
<b>Department:</b> Health and Community	
<b>Position Reports to:</b> Program Leader, Community	
<b>Direct Reports:</b> None	
<b>Position Description Issue Date:</b>	<b>10/1/19</b>
<b>Location:</b> 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 Mental Health programs including Alcohol and Other Drugs (AOD) programs.
- Ensure all aspects of program development, delivery, assessment and record management meet compliance requirements.

### Key Responsibilities

- Teach and assess units in the Mental Health programs.
- Assist in securing and managing the work placement component offered to the Mental Health students.
- Develop teaching resources and assessments that meet training package requirements.
- Use diverse and appropriate adult teaching methodology.
- Maintaining accurate and up-to-date class/program records which are in compliance with the Institute quality guidelines. This includes:
  - Class Attendance Rolls - Markbook
  - Work Programs
  - Worksheet templates which meet QA minimum standards (as provided by the Program Leader)
  - Planning Grids in consultation with other class teachers and Program Leader
  - Assessment records
  - Enrolment, amendment to enrolment and results reporting
  - Using Moodle and attending Moodle training when required
- 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.

## Position Description Form

- 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.
- Keeping informed of educational developments and related government policies that will affect program delivery in the area of pre-vocational youth programs or particular specialist areas or programs.
- Staying well-informed of current thinking and of developments in technology that impact on the particular areas of expertise.
- Ensuring effective communication with co-teachers and other colleagues regarding program delivery and student progress, attendance and welfare as required.
- Work within the quality systems, (including the Australian Quality Training Framework), prepare lesson plans, develop work units, communicate and maintain records to a high standard as required.
- Work flexibly and harmoniously within an environment that is responding to constant change.
- Ensuring up-to-date communication by regularly:
  - Accessing internal email system (Outlook) and Melbourne Polytechnic Staff Portal
  - Checking allocated pigeon hole/box and staff noticeboards
  - Reading staff meeting minutes
- Complying with the Copyright Act 1968 and Melbourne Polytechnic policies with regard to intellectual property and copyright – refer to Staff Portal.
- Maintaining up-to-date knowledge of Institute Occupational Health and Safety requirements and Anti Discrimination, Quality Assurance and Continuous Improvement policies and guidelines.
- Provide high-level customer service to internal and external clients, ensuring that all possible measures are taken to respond their needs and request in a timely manner.

### 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

### Key Performance Indicators (KPI)

To be developed with the Department Manager

## Position Description Form

### Key Selection Criteria

- A relevant qualification in Mental Health, AOD, Social Work, Psychology, Nursing (Mental Health), Counselling or similar together with:
  - (a) a demonstrated understanding of adult learning principles
  - (b) a demonstrated high standard of teaching practice
  - (c) a Certificate IV in Training and Assessment (TAE 40110) including Design and Develop Assessment Tools (TAEASS502) and Address Adult language, Literacy and Numeracy (LLN) skills (TAELLN411) or (TAELLN401A). A Masters degree in the above fields are highly welcomed.
- Completion of a course of teacher training accredited at diploma which includes supervised teaching practice in an adult learning environment and studies in adult teaching methodology (Australian Qualification Framework Level 5) 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.
- Excellent use of ICT skills to produce work for learners, to assist with e-learning and to report across a range of programs.
- Capacity to teach and assess all units within the qualification and to supervise students during work placement at various locations.
- 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 experience in the planning, delivery and evaluation of mental health courses in TAFE institutes or other related settings.
- Preferred Registration with a regulatory body such as AASW, PACFA, APHRA, APS or similar.
- A demonstrated capacity to work with challenging cohorts and mental health consumers.
- Current Working with Children Check

### Behavioral 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

Delete if not applicable

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### 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:     /     /