

Duty Statement

Sessional Teacher – VETis- Allied Health (Certificate III)

School: Health and Education

Department: Health and Community

Sessional teaching roles are now available within the Certificate III Allied Health and Community Services qualifications in the Department of Health and Community at Melbourne Polytechnic. We are now seeking expressions of interest from suitably qualified and experienced candidates.

Duties include:

- Plan and conduct lessons (in line with agreed delivery plans and Training Package requirements) to ensure the successful delivery of courses in the Certificate III Allied Health and Certificate III in Community Services
- **Preparation and training occur during on Wednesdays only. This day is non-negotiable. Training for 1st Year takes place at Bundoora Secondary College.**
- Communicate regularly with the Program Lead and other staff within the school to establish a team environment and consistency in resourcing and delivery strategies.
- In consultation with the Program Lead and other teaching staff implement strategies to support and retain students who are experiencing difficulties with course content.
- Assist in developing, maintaining and evaluating student learning programs and associated teaching materials relevant to teaching activity.
- Contribute to the administration of the department and teaching programs by: continually maintaining class attendance rolls in compliance with the Institute quality guidelines; provide students' academic results in a timely manner; Identify resource requirements for units being taught and participate in ongoing preparation and correction relevant to the teaching activity.

Qualifications and Experience required to undertake a Sessional Teaching Role

Essential

- A Certificate IV in Training and Assessment (TAE40116) or (TAE40110) including Design & Develop Assessment tools (TAEASS502) and address Adult language, literacy and Numeracy (LLN) skills (TAELLN411) (TAELLN401A).
- **Current Victorian Institute of Teaching (VIT) registration or a Permission to Teach in a secondary school status or willingness to acquire this status.**
- A qualification relevant in content and at least to the academic level of the qualification being taught.
- Well-developed teaching skills, including the ability to select and use a range of teaching and assessment strategies as determined by student needs and competency standards.
- Capacity to plan, schedule and meet agreed deadlines in the completion of teaching duties.
- A current Police Check and Working with Children Check.
- Demonstrated knowledge of the commitment to Occupational Health and Safety, Antidiscrimination, Quality Assurance and Continuous Improvement.

Highly Desirable

- Experience teaching Health and Community VETis qualifications
- Current first aid / CPR certificate (HLTAID003 and HLTAID001) HLTAID006