

Position Description Form

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| Position Title: Teacher (Disability specialist) | |
| Department: Human Services and Education | |
| Position Reports to: Manager Human Services and Education | |
| Direct Reports: Nil | |
| Position Description Issue Date: | November 2019 |
| Location: For Teaching Staff: You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location. Accordingly you agree to work at any location where Melbourne Polytechnic conducts its business at the direction of the Manager responsible for your area. | |

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

The purpose of this role is to support courses with a specific focus on disability, including the Certificate III in Individual Support (Disability), Certificate IV Disability, Introduction to NDIS and other related courses as appropriate in the Department of Human Services and Education. Given the specific focus on Disability, the Teacher:

- provides expertise and contextualization in relation to disability to accredited training courses offered at MP through extensive industry knowledge and experience relating to working in the Community Service and Disability Sectors
- plans, develops, delivers content for the Certificate III in Individual Support (Disability), Certificate IV Disability, Introduction to NDIS and other relevant areas within the Health and Community Department, and assesses students as required
- assists the Manager and co-teacher(s) in the establishment and maintenance of quality programs and systems to ensure a quality service is being provided at all levels of the Department
- contributes to the development and maintenance an online program presence on Moodle for the programs as required
- engages with and presents to Industry stakeholders and ensures the program meets industry needs
- teaches a range of subjects/units across the course/s as required
- carries out administrative and other non-teaching tasks as required
- provides students with a positive learning environment where any issues affecting the student are addressed promptly and in a constructive way

Position Description Form

Key Responsibilities

- Plan, develop, and deliver content for courses in the area of disability, including the Certificate III in Individual Support (Disability), Certificate IV Disability, Introduction to NDIS and other relevant courses/units within the Health and Community Department, and assesses students as required
- Embrace new technologies and innovations to support blended models of delivery, including remote delivery classes via Zoom if required
- Select, develop, deliver and modify appropriate teaching, learning and assessment materials including computer applications, E-Learning resources and Moodle for courses/units as required
- Establish and maintain a learning environment that empowers and encourages students to take personal responsibility and is encouraging of them
- Communicate regularly with the Senior Educator and other staff within the Department of Human Services and Education to establish a flexible team environment and consistency in resource and delivery strategies
- Assist in the development and maintenance of quality assurance processes in relation to program and course administration, design, delivery assessment and evaluation of training materials
- Keep informed of educational developments and related government policies that will affect program delivery in the area of Individual Support programs or particular specialist areas or programs
- Staying abreast of current thinking and of developments in technology that impact on the particular areas of expertise
- Work within the quality systems (including the Australian Quality Training Framework), prepare lesson plans, develop work units, communicate and maintain records to a compliant high standard
- Assist in securing and managing any work placement or vocational experience component connected to program delivery
- Maintain accurate records of student attendance, progress and assessment in line with Melbourne Polytechnic requirements. This includes involvement in the selection and assessment of intending students, maintaining and assisting in the accurate recording of information in learners' portfolios, assessment and documentation of students' progress within the program as required and the identification and introduction of strategies to assist students experiencing learning and/or settlement difficulties
- Contact learners to discuss absence and to support their return to the classroom, wherever possible (timings of contact to be determined with line manager)
- Participate in staff meetings, ongoing curriculum development and other relevant professional development activities to maintain vocational currency, and identify and implement continuous improvement strategies as appropriate
- Participate in validation and moderation sessions with other providers and/or industry
- Provide pre-course advice to students and participate in the student selection, enrolment and induction processes
- Support other teachers and team-members in the site or program by cooperative teaching, creating excursions, planning incursions or supporting learners to learning from group-projects
- Use diverse and appropriate adult learning methods individualised to learners
- Work within the framework of Melbourne Polytechnic's policies, procedures and legislative/regulatory requirements.
- Maintaining up-to-date knowledge of Institute Occupational Health and Safety requirements and Anti-Discrimination, Quality Assurance and Continuous Improvement policies and guidelines.

Key Relationships

Internal

Heads of Schools

Manager

Position Description Form

Leading Teachers
Non-teaching staff
Teachers

External

Students
Community Services Organizations in the Community Services and Disability Care sector
HR, L&D and line managers in the CSO

Key Performance Indicators (KPI)

- Effective development, delivery and maintenance of courses related to disability, including materials in line with contemporary practices
- Key input and expertise in the areas of disability, including understanding of the National Disability Insurance Scheme and wider Community Care Sector
- Engages with sector stakeholders to ensure currency and continuous improvements in relation to disability-related course resources and delivery
- Complete all submitted student marking within 28 day of submission
- Ensure all participating students are resulted within the term of their training plan/or extended where deemed appropriate

Key Selection Criteria

- Appropriate post-secondary qualifications together with relevant and recent industrial experience including a minimum of 5 years working in the Community Service Sector with a focus on working with people with disability and/or disability services
- 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)
- Demonstrated understanding of adult learning principles, teaching methodologies and a demonstrated high standard of teaching practice; and a commitment to learner-centred teaching
- Proven capacity to plan, schedule and meet agreed deadlines in the completion of duties and to work both productively, individually and within a team and to have the capacity to liaise with the Manager regarding student issues.
- Demonstrated capacity to initiate and implement change and innovation in response to emerging needs and priorities in the department environment.
- Demonstrated high level interpersonal skills and an exemplary professional approach when interacting together with excellent written and oral communication skills.
- Demonstrate capacity to network, explore and develop partnerships to increase student engagement and opportunities during and post studies.

Position Description Form

- Excellent use of ICT skills to produce work for learners, to assist with e-learning and to report across a range of programs.
- Demonstrated knowledge of and commitment to Quality Assurance and Continuous Improvement as it pertains to the ASQA standards
- Demonstrate knowledge of and commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance and Continuous Improvement.
- Current Working with Children Check

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

Authority to extend assessment deadlines where required.

Safety Issues Significant to the Position

Manual handling subject to course and electives taught

Use of keyboard operation and visual display unit, as it relates to an office / teaching 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 (delete if not applicable):

Position Description Form

- 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.
- 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: / /