

Position Description Form

Position Title: Agriculture Lead Teacher	
Department: Agriculture	
Position Reports to: Agricultural Program Leader	
Direct Reports: Teaching staff	
Position Description Issue Date:	January 2020
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

Coordinate the daily operations for the programs to ensure that classes run efficiently compliance requirements are met.

- Provide coordination, training and facilitation across a range programs and qualifications and related areas, to training clients.
- Contribute to the planning, development and review of programs offered by the area.
- Ensure all aspects of program development, delivery and record management meet compliance requirements.
- Provide coordination of Agriculture and VETiS delivery and support staff to ensure compatibility of teaching programs between relevant Agriculture and Land Conservation program areas.
- Ensure that resources within the institute's Agriculture Department are current, industry based of the highest standard and conducive to attainment of the objective of the educational programs, business, commercial and promotional activities.

Key Responsibilities

- Manage the daily operation of the program by administering and preparing training delivery plans and classes.
- Coordinate timetables to ensure classes and programs run effectively.
- Development of templates for course use.
- Plan, assess, develop, evaluate and review course and resource materials with all stakeholders.
- Coordinate with non-teaching staff materials required for class room usage.
- Assist with the development of curriculum and resources. Collaborate with the curriculum unit where program requires.

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- Monitor student outcomes and be the first point of contact for student grievances.
- Working with Program Lead, coordinate replacement teachers to backfill staff absences to ensure there is no or minimal impact on student groups.
- Ensure Quality Assurance documents are completed as required and QA processes are followed.
- Ensure resource and quality assurance documentation for the program are correctly stored as directed by the department protocols.
- Ensure that the requirements of AQTF, QA and other institute policies relating to the delivery of programs are adhered to and that continuous improvement is implemented.
- Assist with the selecting and assessment of intending students.
- Supervise and oversee the student enrolment process from a department perspective.
- Ensure annual reports and student results are completed in a timely manner. Follow up with teachers and ensure correct storage of result evidence for the program.
- Maintain class attendance rolls in compliance with the institute quality guidelines. Collaborate with administration to ensure mark book records are accurate.
- Check and update validation program records to ensure continual review and develop of assessments.
- Identifying and introducing strategies to assist student learning.
- Ensure relevant teaching staff complete student documentation.
- Implement new technologies and innovations to enhance the learning experience.
- Identify areas of staff development to enhance the quality of teaching, ensure industry/program competencies are up to date. Participate in staff development activities as required.
- Use Strata to capture data related to student management and recording of results.
- Participate in department meetings, networks and industry links as required.
- Facilitate and teach in a range of courses across the relevant program area.
- Market programs/projects to students/clients of the Department, School and the Institute.
- Ensure that the requirements of Occupational Health and Safety and anti-discrimination legislation are observed.

Key Relationships

Internal

Program Leader

Leading Teachers

Teaching Staff

Non-Teaching staff

External

Apprentices (if applicable)

Students

Relevant Industry Bodies

Relevant Government Agencies

Key Performance Indicators (KPI)

To be developed with the Department Manager

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Key Selection Criteria

1. A relevant Diploma, Certificate or trade qualification.
2. Certificate IV in Training and Assessment TAE40110 including TAEASS502 (Design and Develop Assessment Tools) and TAELN411 (Address Adult language, Literacy and Numeracy (LLN)) or TAE40116 are essential.
3. Relevant and recent industrial experience in the Agriculture industry including practical experience in Agricultural processes and workflows.
4. Demonstrated ability to teach Agricultural programs.
5. Excellent oral and written communication skills as well as the ability to effectively resolve issues surrounding administrative systems and staff rosters.
6. Well-developed skills in teaching including the ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse student population and the competency standards required.
7. A sound knowledge of the diverse areas within the Agriculture industry.
8. Capacity to work effectively in a team environment and to adapt effectively to change.
9. Capacity to plan, schedule and meet agreed deadlines in the completion of duties.
10. Demonstrated knowledge and understanding of policy and legislation pertaining to the position, including but not limited to; Anti-Discrimination legislation; Occupational Health and Safety policies; Quality Assurance; and Continuous Improvement.
11. Required workplace Certificates in High Risk work.

Behavioural 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, working at heights and working safety with industry equipment. 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

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- 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:

- 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: / /