

Position Description Form

Position Title: Teacher - Building Surveying	
Department: Business, Advanced Manufacturing & Logistics	
Position Reports to: Program Lead Building Design, Interior Design and Building Surveying	
Direct Reports: NIL	
Position Description Issue Date:	January 2021
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

- Plan, teach, deliver, assess, and evaluate units across the VE programs in the Building Surveying department.
- Assist the Manager, Program Leaders, Lead Teacher 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.
- Ensure all aspects of program development, delivery, assessment, and record management meet compliance requirements
- Carry out administrative tasks as required related to the program

Key Responsibilities

- Teach in a range of subjects and programs within the Professional Practice department.
- Select, develop, deliver, and modify appropriate teaching, learning and assessment materials including computer applications and E-Learning resources for:
 - Advanced Diploma of Building Surveying
 - Additional curriculum courses in the future for this cohort
- Establish and maintain a learning environment that empowers and encourages students to take personal responsibility and is encouraging of them.
- Communicate and co-operate with colleagues in team teaching and other situations, including schools, Community groups/organisations and industries.

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- 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.
- Keeping informed of educational developments and related government policies that will affect program delivery in the area of Building Surveying programs.
- Staying abreast of current thinking and of developments in technology that impact on the particular areas of expertise.
- Develop and maintain effective liaison with students, support services and other organisations as required.
- Implement relevant institute and department policies and procedures.
- Participate in staff meetings, ongoing curriculum development and other relevant professional development activities as determined in consultation with line manager
- Contact learners to discuss absence and to support their return to the classroom, wherever possible (timings of contact to be determined with line manager)
- Identify and implement continuous improvement strategies
- Maintain accurate records of student attendance, progress, and assessment in line with Melbourne Polytechnic and contractual requirements. This includes involvement in the selection and assessment of intending students, assessment and documentation of student's progress within the program as required and the identification and introduction of strategies to assist student's experiencing learning and/or settlement difficulties
- Work within the framework of Melbourne Polytechnic's policies, procedures, and legislative/ regulatory requirements
- Contribute to the administration of the department and teaching programs by:
 - Identifying resource requirements.
 - Participating in ongoing curriculum development and assessment.
 - Responding to enquiries on courses and training.
 - Participating in marketing and information sessions.
 - Identify and introduce strategies to assist students who are experiencing learning difficulties.
 - Responding to telephone and other enquiries on courses and training.
 - Monitoring, recording, and reporting of student progress.
 - Maintenance of classrooms, materials and equipment.
 - Participation in selection, enrolment, and orientation processes.
 - Referral of students to internal and external support services.
 - Using relevant forms and documentation.
- Establish, maintain, and follow appropriate risk management procedures on and off campus

Key Relationships

Internal

Heads of Schools Manager

Leading Teachers

Non-teaching staff

Teachers

Students

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External

Students

Parents / Advocates

Key Performance Indicators (KPI)

To be developed with the Department Manager

Key Selection Criteria

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1. Industry currency relevant to the Building Surveying industry.
2. Appropriate Teaching and Building Surveying qualifications together with extensive relevant and recent industry experience in the Building Surveying field.
3. 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).
4. Highly developed teaching skills including the ability to select and use a wide range of teaching and assessment strategies appropriate to diverse needs of the student group together with demonstrated effective student management skills.
5. Sound knowledge of curriculum specific courses in the Building Surveying field; assessment and reporting strategies together with sound knowledge of the Australian VET system.
6. Demonstrated high-level interpersonal skills and an exemplary professional approach when interacting with students, colleagues, and support agencies together with excellent written and oral communication skills.
7. Demonstrate capacity to network, explore and develop partnerships to increase student engagement and opportunities during and post studies.
8. Demonstrate knowledge of and commitment to Occupational Health and Safety, Antidiscrimination, Quality Assurance and Continuous Improvement.

Behavioural Competencies

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

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

Health and Safety

All employees are responsible for:

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- 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: / /