Position Title: Teacher- Joinery, Stairbuilding, Shopfitting

Department: Trades

Position Reports to: Lead Teacher – Joinery, Furniture and Cabinet Making

Direct Reports: Nil

Position Description Issue Date: 02/05/18

Location:
You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will indicate 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, develop and evaluate teaching programs and resources, maintain appropriate records and teach students within Joinery, Stairbuilding, Shopfitting Programs as timetabled.

Key Responsibilities

- Plan & conduct lessons and programs to ensure successful delivery of courses in Joinery, Stairbuilding, Shopfitting Programs.
- Design, develop and maintain student learning resources, assessments, projects and associated materials.
- Participate in departmental meetings and liaise with industry and community organisations as directed.
- Identify and introduce strategies to assist students with learning difficulties and enhance the overall student experience and outcomes.
- Ensure vocational competence is maintained for all areas of teaching.
- Participate and be active in marketing and student acquisition programs.

Contribute to the administration of the department and teaching programs by:
- Identifying requirements for staff and participation in staff development activities.
- Providing regular reports and recording student results.
- Implementing new technologies within the department.
- Identifying resource requirements.
- Responding to course and training enquiries.
Position Description Form

- Maintaining class rolls, including evidence of student participation, and compliance with Institute and regulator quality guidelines.

### Key Relationships

**Internal**
- Manager of Trades
- Program Leader
- Lead Teacher
- Teaching Staff
- Non-Teaching Staff

**External**
- Students
- Apprentice Employers
- Relevant Industry Bodies
- Relevant Government Agencies

### Key Performance Indicators (KPI)

To be developed with the Department Manager

### Key Selection Criteria

1. A Degree, Diploma or Trade Certificate relevant in both content and academic level to Certificate III Joinery/Stairbuilding/Shopfitting. In addition, A Certificate IV in Training and Assessment (TAE40110 or TAE4016) including Design and Develop Assessment Tools (TAEASS502) and Address Adult language, Literacy and Numeracy (LLN) skills (TAELLN411) or (TAELLN401A) is required. A Degree or course of teacher training is preferred.

2. A minimum of four years’ experience in Joinery, Stairbuilding, Shopfitting Trades.

3. A sound knowledge of related trades and industries.

4. Excellent written and communication skills and demonstrated ability in the application of MSOffice programs and other computer technology related to the relevant trade areas.

5. Industry experience with CNC is highly regarded.

6. Demonstrated ability to work in teams and capacity to plan, meet agreed deadlines in the completion of duties.

7. 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.
Position Description Form

8. A forklift licence is preferred though not essential.

9. Current Working with Children’s check (or eligibility and willingness to get one)

10. Demonstrated knowledge of the AQTF standards and Framework.

11. Demonstrated knowledge of and commitment to Occupational Health and Safety, Anti-Discrimination, Quality Assurance, Continuous improvement and sustainable work practices.

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

N/A

Safety Issues Significant to the Position

- Extensive use of keyboard operation and visual display unit, as it relates to an office environment.
- Manual handling
- Use of hand and power tools
- Electrical hazards
- Noise
- General dust hazards

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
## Position Description Form

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<td><strong>Employee’s Name</strong></td>
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