

## Position Description Form

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<b>Position Title:</b> Teacher in Individual Support (Ageing) and Individual Support (Home and Community Care)	
<b>Department:</b> Health and Community	
<b>Position Reports to:</b> Program Lead, Community	
<b>Direct Reports:</b> None	
<b>Position Description Issue Date:</b> 17 August 2018	
<b>Location:</b>	
<b>For Teaching Staff:</b> You are employed to work at Melbourne Polytechnic, a multi-campus institution. Your contract will denote your employment location.	
<b>For all other Staff:</b> You are employed to work at Melbourne Polytechnic, a multi-campus institution. 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

- Develop, teach, deliver, assess and evaluate units in the Certificate III in Individual Support (Ageing) and CIII Individual Support (Home and Community Care).
- Ensure all aspects of program development, delivery, assessment and record management meet compliance requirements.

### Key Responsibilities

- Teach and assess units in the Certificate III in Individual Support (Ageing) and CIII Individual Support (Home and Community Care).
- Assist in securing and managing the work placement component offered to CIII Individual Support students.
- Develop teaching resources and assessments that meet training package requirements.
- Use diverse and appropriate adult teaching methodology.
- Maintain accurate records of student attendance, progress and assessment.
- Identify and implement continuous improvement strategies.
- Participate in validation and moderation sessions with industry and other vocational education providers.

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- Work within the framework of Melbourne Polytechnic's policies, procedures and legislative/regulatory requirements.
- Identify and participate in professional development relevant to teaching and the maintenance of vocational currency.
- Participate in the marketing and promotion of the courses delivered by the Health and Community department.
- Provide pre-course advice to students and participate in the student selection, enrolment and induction processes, sessions and / or expos.
- Participate in staff meetings and other relevant activities.
- Embrace new e-learning technologies and innovations.
- Follows Quality Assurance procedures and participates in Quality Audits as appropriate.

### Key Relationships

#### Internal

- Other teaching staff
- Teaching and administrative staff within the department and school
- Program Lead(s)
- Manager Health and Community

#### External

- Placement providers
- Employers of learners who have completed the CIII in Individual Support.
- Peak bodies representing the Aged Care and Home and Community Care industry.

### Key Performance Indicators (KPI)

To be developed with the Department Manager

### Key Selection Criteria

- A relevant vocational or higher qualification (such as Certificate III in Individual Support or Certificate IV in Ageing Support, Diploma of Nursing or Bachelor of Nursing) and the Certificate IV in Training and Assessment (TAE40116 or TAE40110 (with TAELLN401A or TAELLN411 and TAEASS502 or TAEASS502A or TAEASS502B)) are essential.
- The Diploma of Vocational Education and Training or an equivalent course of teaching training is preferred.
- Minimum of 3 years recent experience working within the Aged Care and/or Home and Community Care sector.
- Demonstrated VET teaching/assessing and course design experience is essential.
- Excellent communication and interpersonal skills including and the ability to work independently and in a team environment.
- Capacity to teach and assess all units within the qualification preferred.
- Capacity to supervise students during work placement at Aged Care centre(s).
- Current and best practice knowledge of industry training requirements and industry training standards.

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- Demonstrated capacity to carry out all administrative tasks associated with teaching.
- Demonstrated knowledge of and commitment to Occupational Health and Safety, Anti-discrimination, 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

### Limits of Authority

Delete if not applicable

### Safety Issues Significant to the Position

- Manual handling and extensive use of keyboard operation and visual display unit, as it relates to an office environment.
- Handling of hazardous goods
- Electrical hazards
- Application of personal protective equipment

### 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):**

- 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

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- 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

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*Employee's Name*

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*Department Manager's Name*

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*Employee's Signature*

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*Department Manager's Signature*

Date:    /    /

Date:    /    /