

POSITION DESCRIPTION

POSITION TITLE:	VET Trainer and Assessor – Education Support
SECTION:	Learning and Teaching
REPORTS TO:	VET and RTO Manager
CLASSIFICATION:	School Officer Level 5 or Teacher (Pending Existing Qualifications)
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland 2019 - 2023
LOCATION:	Townsville

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. TCE provides a diverse range of education choices including primary, secondary and Prep-to-Year 12. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998



ABOUT THE ROLE

The Townsville Catholic Education (TCE) Registered Training Organisation (RTO) is a component within TCE, which supports 29 schools, with 10 of these schools offering senior secondary education and Vocational Education and Training (VET).

VET Trainers and Assessors contribute to TCE with the provision of quality teaching by developing and facilitating exceptional learning opportunities for students.

The VET Trainer and Assessor – Education Support is responsible for the provision of training and assessment of the Certificate III in Education Support to School Officers and students in Years 11-12 from schools/colleges within the Diocese of Townsville. The VET Trainer and Assessor – Education Support will deliver training and assessment ensuring a focus on best practice and industry compliance. Additionally, there will be a requirement to observe students while on placement in school settings each week. Training and assessment must align with the VET Quality Framework requirements and Training and Assessment Strategy for the qualification.

The Trainer and Assessor is expected to work closely with the VET and RTO Manager and schools in the Diocese of Townsville.

KEY ACCOUNTABILITIES

- **Course Preparation**
 - Develop training and assessment strategies and resources to support best practice, industry standards and compliance
- **Course Delivery**
 - conduct learning, teaching and training activities with students in a professional and effective manner
 - Provision of flexible, engaging, inclusive and blended learning techniques, options and products to meet the diverse needs of students
 - Ensure effective classroom management, including managing workplace health and safety risks and mitigate hazards
 - Implement effective behaviour management practices and procedures in the classroom and in other learning environments as required
 - Mark assessment, ensuring the provision of timely and relevant feedback to students
 - Finalise assessment and qualification outcomes within timeframes
- Conduct workplace visits to observe and assess students while on industry placement and to ensure compliance and safety
- Assist and support students as required with phone and/or email support
- Effectively utilise ICT and learning and teaching platforms to deliver course outcomes
- Proactively support and implement RTO VET policies and procedures
- Contribute to research and planning/programming, development, implementation and review of subjects/courses
- Actively engage and collaborate with industry, business and community to establish and maintain effective industry and commercial client contacts
- Maintain appropriate behaviours and conduct when engaging with students
- Provide assistance and contextualised support to students with individual educational needs
- Maintain a current VET Staff Profile
- Participate in regular professional development relating to training and assessment, vocational competency and currency.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and wellbeing and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

ABOUT YOU

Experience

- Demonstrated current industry skills directly relevant to the training and assessment being provided
- Demonstrated ability to work collaboratively and contribute as a member of a multi-disciplinary team
- Demonstrated effective interpersonal and communication skills relevant to teaching. This includes presentation and facilitation skills and use of flexible learning methods

Knowledge

- Comprehensive knowledge and understanding of the school settings, inclusive education, the role of School Officers, and relevant legislation, guidelines and frameworks.
- Knowledge and understanding of the Vocational Education and Training Quality Framework, including Training Packages, Australian Qualifications Framework, the Standards for RTOs, and competency-based training and assessment.
- An understanding of the training and developmental needs of adolescents and young adults

Skills

- Ability to design and prepare training and assessment materials to a high standard
- Ability to use and incorporate information technology into learning, teaching and assessment
- Ability to develop and sustain productive working relationships

- Well-developed written and verbal communication skills with the appropriate interpersonal skills for working with young people and other stakeholders
- Demonstrated skills in the use of relevant information and communication technologies
- Initiative and organisational skills and the ability to work as a member of a multi-faceted team.

Mandatory Criteria/Professional Registration/Other

- Current Working with Children Suitability Card or eligibility to obtain same
- Relevant vocational Education Support qualification or an appropriate education qualification with registration or eligibility for registration with Queensland College of Teachers
- Experience as a school officer or classroom teacher with specialised knowledge about supporting student learning, student disability and student behaviour
- TAE40116 Certificate IV in Training and Assessment or willingness to obtain the TAESS00014 Enterprise Trainer – Presenting Skill Set prior to commencement, then following completion, the TAE40116 Certificate IV in Training and Assessment
- Current Driver's Licence
- Ability to travel within the Catholic Diocese of Townsville
- Ability to perform the physical requirements of the role in a safe manner.

Desirable Criteria

- Experience in delivery of VET qualifications.

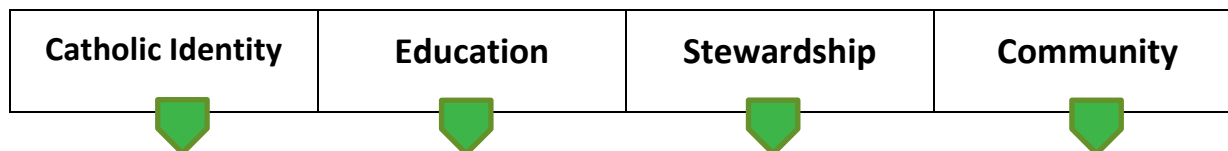
Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the position, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

HOW YOU WILL BE ASSESSED

How we do things is as important as what we do, therefore you will be assessed on your ability to use your experience, knowledge, skills and competencies confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities: Personal, Professional, Relational and Organisational within context to the key accountabilities identified above. You will be expected to integrate knowledge, skills and attitudes within scope of the TCE Leadership Domains of: Catholic Identity, Education, Stewardship and Community in line with the Strategic Direction, Vision and Values.

Identity and Ethos

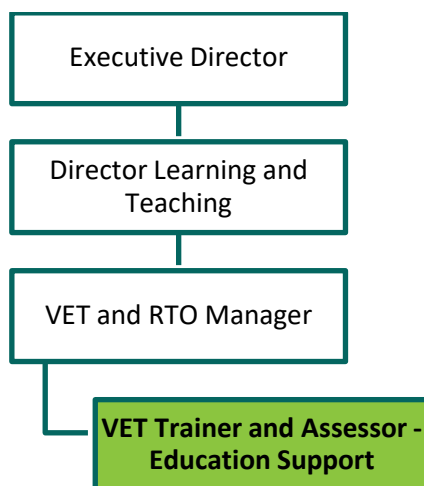
Strategic Organisational Leadership Success



Capabilities	
Personal	Professional – Knowledge and Understanding
Engages in self-reflection	Is contextually aware and responsive
Gives witness to personal faith and commitment	Integrates a Catholic stance in area of responsibility
Demonstrates intellectual acuity	Shapes and implements change processes
Displays a sense of self-efficacy and personal identity	Demonstrates appropriate styles of decision making
Uses intuition as well as logic and reason	Inspires a collegial purpose and vision
Projects confidence, optimism and resilience	Develops efficient and robust structures and systems
Exemplifies honesty and integrity	Focuses on core outcomes and accountabilities
Demonstrates ethically responsible behaviours	Engages in workplace learning and relevant professional development
Is morally courageous	Operates with a sound educational focus
Demonstrates a commitment to personal spiritual growth	Operates with a spirit of service and professionalism
Displays imagination and vision	Develops moral purpose
Integrates work and personal life	Demonstrates capacity to provide professional support
Engages with the Catholic culture	
Is culturally sensitive	
Social and Interpersonal	Organisational
Is relationally adept	Gives priority to the Church's mission in education
Is emotionally mature	Engages in strategic and future thinking, aware of the big picture
Is guided by the spirit and teachings of the Gospel	Develops organisational capacity to respond to contemporary and future needs
Communicates with influence	Avoids imposing old paradigms on new realities
Is authentically present	Fosters a growth promoting workplace
Displays a trusting disposition	Exercises principled and ethical stewardship
Cultivates collaborative and productive working environments	Contributes to organisational sustainability
Engages in positive politics	Builds a sharing organisational culture that focuses energies and talents
Nurtures leadership capability in others	Operates in fidelity to Catholic social teaching and environmental responsibilities

REPORTING & OTHER RELATIONSHIPS

The VET Trainer and Assessor – Education Support is accountable in the first instance to the VET and RTO Manager and then to the Director Learning and Teaching. The VET Trainer and Assessor - Education Support, consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledge the scope and responsibility of the position outlined in this position description.

Employee Name: _____

Signature: _____ **Date:** _____