

POSITION DESCRIPTION

Position Title	Teacher, Cabinet Making
Position No	Various
Faculty/Centre	Faculty of Building Construction and Engineering
Classification	Teacher Level 1.1 – Level 5
Salary Range	\$50,856.00 to \$81,488.00
Prepared By	Dean, Faculty of Building Construction and Engineering
Date	June, 2016
Reference No	
Approved By	Associate Director, Human Resources
Primary Objectives of Position	<ol style="list-style-type: none"> 1. Prepare, conduct and result Industry standard training in cabinet making within the Furniture, Joinery & Manufacturing Department in accordance with ASQA and funding agreement requirements.
Manager/Supervisor	<p>Manager: Head of Department, Building, Construction & Manufacturing</p> <p>Supervisor: Senior Educator – Furniture Making / Joinery & Manufacturing</p>
Role of Position	<ul style="list-style-type: none"> ▪ Take responsibility within assigned areas of work for preparing, conducting and assessing VET education programs. ▪ Undertake a developmental role within the department. ▪ Assist Senior Educators & Co-ordinators in a range of activities associated with the effective operation of VET education programs. ▪ It is expected that employees will work within the Institute policies, procedures and other legislative/regulatory requirements, including ASQA requirements, OH&S and equal opportunity.
Role Of Subordinates	Not applicable.

(Where Applicable)

Internal Communication Requirements

- Dean, Faculty of Building Construction and Engineering
- Head of Department, Building, Construction & Manufacturing
- Senior Educators.
- Departmental administrative staff.
- Other Institute staff as required

External Communication Requirements

- Representation of the Institute on external committees and working groups.
- Liaison with students/apprentices, employers, industry organisations and the community as required.

Specific Accountabilities

1. Teach as required
2. Select and deliver appropriate teaching and learning materials in consultation and as directed by Senior Educator and Head of Department.
3. Develop and modify appropriate teaching and learning materials as appropriate to meet client needs in consultation and as directed by Senior Educator and Head of Department.
4. Establish and maintain a learning environment, including encouraging students to take responsibility for their own learning.
5. Supervise and monitor student/apprentice progress on a regular basis and assess student skills and competencies against required standards and in accordance with curriculum/training package documentation and provide appropriate and timely feedback to students/apprentices.
6. Maintain accurate records of student/apprentice, progress assessment and resulting in accordance with Institute policies and procedures, ASQA standards and funding contracts.
7. Liaise with apprentices, employers/group training organisations to undertake pre-training reviews, Literacy & numeracy assessments preparation/update/finalisation of training plans and stage/course completions.
8. Liaise with employers in regard to apprentice progress, absences and scheduling of attendance at campus and onsite training and assessment activities.

9. Prepare and maintain teaching and learning resources.
10. Participate in the evaluation of training programs in line with Institute & ASQA requirements.
11. Monitor the training, tools, machinery, equipment and materials used in training programs to ensure they are maintained to the standards required.
12. Provide assistance with program related or administrative tasks as allocated within the scheduled duties in consultation with the Teaching Centre Manager.
13. Provide pre-course advice to students and participate in student selection and induction.
14. Participate in reviews/audits as required.
15. Contribute to Annual Strategic Action Plans.
16. Other duties as directed by Manager/Supervisor.
17. In addition to the above specific accountabilities, the teacher may be required to:
 - Participate in staff development activities as required.
 - Undertake visits to industry as required.
 - Determine the training needs of commercial clients.
 - Assist in relation to the establishment, maintenance and review of teaching programs.
 - Take an active role in own professional development.
 - Provide a well-developed range of teaching strategies to students and other clients both within and external to the Institute.

**Educational
Qualifications**

**For the delivery of training in a pre-
apprenticeship/apprenticeship:**

Minimum

- Completion of an approved apprenticeship together with substantial work experience in relevant occupation following commencement of the apprenticeship.
- Certificate IV in Training and Assessment (TAE)

Preferred

- Successful completion of an approved course of teacher training accredited at Australian Qualifications Framework Level 5, which includes supervised teaching practice.

For the delivery of Post Trade training:

Minimum

- As above and/or relevant vocational qualification for a specific area at or above the AQF level to be delivered.

Preferred

- Degree or Diploma with a focus toward the relevant teaching area.
- Successful completion of an approved course of teacher training accredited at Australian Qualifications Framework Level 5, which includes supervised teaching practice.

Knowledge

- A level of knowledge and experience to exercise judgement and initiative in carrying out duties within the limits imposed by the curriculum / training package qualification, regulations, professional standards and Institute procedures.
- High degree of proficiency in both the teacher's area of subject expertise and in teaching techniques.
- A detailed knowledge of relevant materials, equipment, machines/tools and the latest manufacturing procedures relevant to the air-conditioning/refrigeration industry.

Experience

- A broad range of experience in domestic, commercial and industrial carpentry and related trades.

Skills

- The ability to select and deliver teaching and assessment strategies appropriate to the learning context, subject content, the goals and standards required by the program and the background of the learners.
- Proficient analytical, communication and organisational skills.

Key Selection Criteria

Demonstration of the following:

1. Appropriate Industry & vocational training qualifications.
2. Ability to effectively convey knowledge, skills and experience appropriate to a diverse student population through the selection and use a wide range of teaching and assessment strategies.
3. Effective communication and interpersonal skills relevant to a teaching environment.
4. Capacity to plan, schedule and meet agreed deadlines for the completion of tasks.
5. Ability to work both independently and as part of a team.
6. Knowledge, skills and teaching experience in the appropriate field.
7. Broad knowledge of industry trends with a detailed knowledge of manufacturing methods in area of expertise.

Location

NOTE: The Incumbent may be required to perform his/her duties at any campus or location controlled by the Board or elsewhere as directed.