

	JOB DESCRIPTION Teacher Professional Cookery with Coordination Duties (Time Release)
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Classification Level:	Teacher level range 1.1 - 3.4 (dependent on Teaching and Vocational Qualification(s) and Experience)	Position Number:	001145
Location:	555 Latrobe Street, Melbourne	Appointment Type:	
Work Area:	Centre for Food Trades and Culinary Arts		

INSTITUTE CONTEXT

William Angliss Institute is the Government endorsed specialist training provider for the foods, tourism, hospitality and events industries and is recognised as Australia’s leading provider of training for these key industry sectors. The Institute aims to provide excellent vocational education and training services for industry, students and government in Victoria, Australia and internationally.

Programs offered by William Angliss Institute range from one-day courses and weekend industry training, through to apprenticeships, nationally recognised certificates and two-year full-time advanced diploma programs. Specialist degree programs extend the Institute’s portfolio to provide higher level business and management education. Close links with industry and continuing innovation in the delivery of services ensure the relevance of programs to today’s workplace.

JOB PURPOSE

The Teacher Professional Cookery (with time release) is accountable for assisting the Institute to achieve its objectives by subsidised programs and fee for service quality education and training in accordance with the vocational education and training quality Standards for Registered Training Organisations 2015 (SRT0).

The teacher is also responsible for developing resources and assessment tools to support this delivery and for developing and maintaining relationships with industry and key government bodies.

The successful applicant will be required to work as a team member and teach within the Centre for Food Trades and Culinary Arts and service areas.

PRIMARY OBJECTIVES OF THE JOB

The primary objectives of this position are to:

- Provide excellent teaching and assessment for the benefit of students, their employers and industry within the guidelines of the Tourism Hospitality and Events Training Package in the areas of Professional Cookery.
- Actively maintain and share current personal knowledge and skills in vocational industry practice and teaching/ pedagogy.
- Participate in the Institute’s quality system, which is based on the, Standards for Registered Training Organisations 2015 (SRT0) by maintaining familiarity with the overall standards and the requirements of the relevant regulatory authorities.
- Comply with the legal requirements, expressed through the Institute’s policies and procedures, applicable to teaching and assessing at William Angliss Institute.

- Enhance the reputation of William Angliss Institute by behaving in a professional and ethical manner in all situations.
- Actively contribute to the development of operational plans within the teaching program to achieve Institute strategic goals.
- Carry out administrative duties relating to the role of a teacher.
- Comply with the Institute and Public Sector Code of Conduct, Occupational Health and Safety Policy and Procedures, Child Safe Policy and Procedures, Managing Diversity Policy and Procedures and any other relevant legislation, policy, procedures or practices.

REPORTING & WORKING RELATIONSHIPS

As a member of Centre of Food Trades and Culinary Arts Department the position will report directly to the Program Leader Cookery and will have a network of working relationships with other managers, coordinators, teachers and administrative staff.

Immediate Supervisor:	Program Leader Cookery
Manager:	Manager Vocational Education Training (VET)
Director:	Director Education
CEO:	William Angliss Institute of TAFE

The Manager VET is responsible for leading the VET teaching team, management and coordination of both government funded and fee for service delivery. The position's manager reports to the Director.

TIME RELEASE COORDINATION DUTIES

Undertake a range of administrative, coordination and learning services/duties directly related to the cookery program. Time release duties may include but not limited to the following:

- Responsible for mapping student progression by co-ordinating with other teachers, Program Leader and student management team.
- Responsible for organising catch-up classes, resit assessments and unit withdrawals in co-ordination with other teachers, Program Leader and student management team.
- Responsible for maintaining and populating various spreadsheets used for mapping student progression, such as SSP and results monitoring, organising Null Results and Null Participation reports and following up with teachers, and finalising unit completion for students.
- Provide support to students in relation to their course progression.
- Assist Program Leader in marketing activities, answering prospective student enquiries and promoting programs.
- Assist with student interviews (if required), Open Day, orientation and graduation.
- Assist students in further growth with competitions and industry engagement.
- Assist the Program Leader with government compliance and HESG requirements.
- Undertake other administrative duties as directed by the Program Leader which may include CI Anywhere, SMS functions and enrolments.
- Assist with data collection for Skills First and Quality audits.
- Assist with events and competitions as required.
- Assist the Program Leader with planning for future cohorts/consult on changes to delivery of programs that may affect TAS for timetable construction.
- Liaise with the SMC/SMO to re-enrol students who have failed or have been withdrawn from units.
- Assist Program Leader with student behaviour management.

- Be available to meet up with students and/or organise meetings to discuss their course progression.
- Undertake ad hoc tasks as determined by the Program Leader and the department.

TYPICAL FUNCTIONS

- Assist others with program related administrative tasks.
- Assist team members with resource evaluation and moderation of standards leading towards interpretation of course materials.
- Provide advice and guidance within areas of specialist expertise.
- Assist with counselling students on course work issues.
- Conduct teaching programs.
- Establish and maintain a learning environment, including encouraging students to take responsibility for their own learning.
- Refer students with learning difficulties as required and identify appropriate teaching strategies.
- Assist in relation to the establishment, maintenance and review of teaching programs.
- Determine instructional strategies.
- Coordinate student resources.
- Ensure assessment is valid, reliable and fair and allow flexibility in delivery and assessment to take into consideration student's needs and learning abilities.
- Provide assistance with staff induction.
- Provide assistance with student orientation and graduation.

JUDGEMENT AND ACCOUNTABILITY

- Provide basic pastoral care to students leading to more complex problem resolution.
- Exercise judgment and initiative.
- Plan and prioritise work schedule.
- Set and achieve teaching objectives.
- Manage the learning process, including student participation and preparation of student learning plans.
- Refer learning difficulties.
- Take an active role in own professional development.
- Work independently and in a team environment.
- Set priorities, plan and manage resources.
- Encourage and support innovative strategies.
- Provide leadership in specialist areas within the teaching department and across the Institute.

ORGANISATIONAL RELATIONSHIPS AND IMPACT

- Consult and provide educational services under the direction of Program Leaders
- Provide a well-developed range of teaching strategies to TAFE students and other clients both within and external to the Institute.
- Communicate with course and subject stakeholders as appropriate.
- Assist in student selection processes as appropriate.
- Undertake a range of administrative, coordination, and learning services activities directly related to the areas taught.

SPECIALIST SKILLS & KNOWLEDGE

- Develop teaching and learning strategies and materials.
- Conduct student entry level assessment.
- Adapt learning and assessment materials to cater for different students, learning environments, facilities and resources.
- Moderate validation of outcomes.
- Develop project and or research skills.
- Develop curriculum and/or consultative duties as appropriate.
- Research and prepare own teaching materials and for utilization across the Institute.

Corporate requirements of the position include:

- Contribute to the application of good people management practices within the worksite by complying with related policies/procedures and guidelines.
- Contribute to the occupational health, safety and welfare of Institute staff, students and members of the public by complying with approved and established safe working procedures and OH&S policies and legislation.
- Contribute to the protection of children by complying with Child Safe policies, procedures and legislation including responding to student concerns of child abuse and reporting suspected child abuse.
- Meet the requirements of the Institute's policies and procedures, its operational systems, and legislative requirements related to teaching at William Angliss.
- Support the Institute's Performance Agreement with Higher Education and Skills Group (HESG) by gaining Information Communication Technology (ICT) competency, and to assist the Institute to meet its aims in relation to flexible, innovative training delivery.
- Be familiar and ensure compliance with the relevant state and territory Vocational Educational and Training (VET) Government Funding Contract at all times by meeting contractual requirements of the Contract(s) and ensuring all staff are aware of their responsibilities mandated by the Contract(s). Ensure that internal and external audit recommendations that relate to the relevant VET Government Funding Contract(s) are actioned and implemented on a timely basis and reported accordingly.

Notes:

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Specific performance targets will be negotiated as part of the Institute's regular performance planning and review process.

KEY SELECTION CRITERIA

- Applicants require an approved degree, diploma or certificate in a relevant vocational area or approved equivalent qualification and approved industry experience.
- Minimum teaching qualification of Certificate IV in Training and Assessment (TAE 40116) or equivalent.
- Demonstrated ability and experience to plan, teach and assess in a range of units in the Tourism, Travel, and Hospitality (SIT) training package in the area of Commercial Cookery (Certificate III or IV).
- Ability to research and develop appropriate teaching materials and methods of assessment, and adapt delivery and assessment to meet student needs using appropriate technology in a diverse teaching environment.
- Knowledge of the current trends in the hospitality industry particularly within the cookery/foods sector and a network of industry contacts.
- Ability to contribute to, and be a part of, the teams working within the Food Trades and Culinary Arts team and ability to co-operate and communicate effectively with Institute staff, students and industry personnel.
- Demonstrated behaviours that align with the William Angliss Institute Values.

SPECIAL CONDITIONS

Provision and or willingness to obtain an *Employee Working with Children Check* prior to commencement. The incumbent will be required to renew prior to expiry date of current check whilst employed by the Institute.

Provision and or willingness to obtain a Police Check prior to commencement and renewal every five years thereafter.

May be required to undertake overseas teaching assignments based on business and operational needs of the Institute. This is an integral part of the role as a Teacher.

WILLIAM ANGLISS INSTITUTE STRATEGY 2024 - 2028

Our Vision:

To be Australia's recognised first choice educational provider of foods, tourism, hospitality and events skills and knowledge.

Our Mission:

To deliver the highest quality specialist skills and education to inspire and empower a diverse community of learners.

Our Business Strategy:

Our Vision and Mission drive the business strategy of the Institute. As a specialist provider unique in Australia's post-secondary education landscape differentiation is central to William Angliss Institute's business strategy.

Differentiation Includes:

- being recognised for the quality of the student experience
- being recognised for the capability of our graduates
- actively applying innovation within our programs
- being recognised for facilitating lifelong learning
- further development of transnational educational delivery through an off-shore network
- a commitment to applied research

Differentiation will support:

- growing in a manageable and profitable manner
- practising sustainable development
- celebrating our expertise
- continuing to build successfully on our heritage, our industry, our people, our community and our alumni

William Angliss Institute acknowledges the traditional owners of the land on which our campus facilities are based and through our actions seek to share and build knowledge across our staff and students with respect to First Nations culture.

Focus Areas:

William Angliss Institute's Strategic Plan 2024- 2028 has five focus areas. They are:

1. Enhancing the Student Experience
2. Fostering Education Excellence
3. Optimising International Opportunities
4. Engaging with Industry, Community and Alumni
5. Being Sustainable

Institute Values

Personal Responsibility:	accountable, responsive, with integrity, respect and impartiality and acknowledging human rights
Inspiration:	passionate, stimulating and optimistic
Empowerment:	nurturing, encouragement and challenging
Community:	sharing, partnership and connections
Expertise	Leadership, innovation and industry practice