

	POSITION DESCRIPTION Teacher – Event Management
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Classification Level:	Teacher Level 1.1 – 3.4 (Dependant on Vocational and Teaching qualifications and experience)	Position Number:	
Location:	555 La Trobe Street Melbourne	Appointment Type:	
Work Area:	Centre for Tourism and Hospitality		

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 Events 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 (SRTO).

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.

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 SIT50322 Diploma of Event Management and SIT Training Package.
- 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 (SRTO) 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, Diversity Access and Equity Policy and any other relevant legislation, policy, procedures or practices.

REPORTING & WORKING RELATIONSHIPS

As a member of the Centre for Tourism and Hospitality the position will report directly to the Program Leader Events, Travel and Tourism and will have a network of working relationships with other managers, coordinators, teachers and administrative staff.

Immediate Supervisor:	Program Leader Events, Travel and Tourism
Manager:	Manager Vocational Education and Training (VET)
Director:	Director Education
CEO:	William Angliss Institute of TAFE

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

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.
- Adapt units and courses as appropriate to meet client needs.
- Liaise as appropriate with specialist inter Training Provider networks and learning communities.
- 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 students' needs and learning abilities.
- Provide assistance with staff induction.

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 Senior Educators.
- 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

1. Applicants require an approved degree, diploma or certificate in a relevant vocational area or approved equivalent qualifications and approved industry experience.
2. Minimum teaching qualification of Certificate IV in Training and Assessment (TAE40116 or equivalent) or the ability to obtain the qualification within 6 months of commencement date.
3. Demonstrated ability and experience to plan, teach and assess in a range of units in the SIT Tourism and Hospitality training package within the areas of Event Management; experience in teaching marketing, law, accounting and/or event software would be an asset.
4. 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.
5. An ability to work with industry stakeholders to encourage student placement opportunities while exploring new business and training partnerships.
6. Knowledge of current trends within Events and the emerging changes of attendees to events both live and hybrid. An understanding as to changing terms and conditions, related laws that impact on event management planning.
7. Ability to contribute to, and be a part of, the teams working within the Centre of Tourism and Hospitality and ability to co-operate, collaborate between departments and communicate effectively with Institute staff, students and industry personnel is a must.
8. Demonstrated behaviours that align with the William Angliss Institute Values.

SPECIAL CONDITIONS

- Provision and or willingness to obtain a Working with Children Check (employee) will be required and renewal thereafter.
- Provision and or willingness to obtain a Police Check and renewal every five years thereafter will be required.
- The successful candidate for this position 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.

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