

POSITION DESCRIPTION

Teacher – Food Science and Technology

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:	Fixed Term
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 Food Science and Technology 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.

The successful applicant will be required to work as a team member and teach within the Centre of 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 Food, Beverage and Pharmaceutical (FBP) Training Package, specialising in the units contained within the Diploma of Food Science and Technology.
- 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 Food Trades and Culinary Arts department the position will report directly to the Program Leader Food Processing and Industry Training and will have a network of working relationships with other managers, coordinators, teachers and administrative staff.

Immediate Supervisor:	Program Leader Food Processing and Industry Training
Manager:	Manager VET
Director:	Education
CEO:	William Angliss Institute

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

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 student's 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

- Applicants require an approved degree or diploma in a relevant vocational area of Food Science and Technology and approved industry experience.
- Minimum teaching qualification of Certificate IV in Training and Assessment (TAE40116) or equivalent.
- Demonstrated ability and experience to plan, teach and assess in a range of units in the Food Beverage and Pharmaceutical training package or accredited curriculum, in the area of Diploma of Food Science and Technology (FBP50121):
- 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 current trends in the food science and technology field and a network of industry contacts.
- Ability to contribute to, and be a part of, the teams working within the Centre Food Trades and Culinary Arts 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.

Desirable

- Knowledge of curriculum, funding requirements, course development and accreditation procedures relevant to the TAFE sector is highly desirable.

SPECIAL CONDITIONS

- Provision and or willingness to obtain a Working with Children Check (employee) will be required prior to commencement. You will also 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 will be required prior to commencement and renewal every five years thereafter.

WILLIAM ANGLISS INSTITUTE STRATEGY 2021 - 2023

Statement of Vision: To be the first choice educational provider for foods, tourism, hospitality and events in Australia and internationally across locations in which we operate.

Statement of Mission: To deliver the highest quality specialist skills and educational programs to inspire and empower our students whilst adding value to our industry across all sectors and engaging with our diverse communities.

Business Strategy: To be the first choice provider for foods, tourism, hospitality and events education training and industry services.

To use differentiation, based on William Angliss Institute's specialist expertise, broad range of programs (vocational and higher education) and quality of facilities, our connection to the industry community and our corporate experience.

To grow in a manageable and profitable manner working to achieve the owner's target for financial sustainability.

STRATEGIC THEMES

William Angliss Institute has established a 10 year vision of its strategic priorities. In looking to 2030 the six strategic priorities are:

- Innovation and the Learning Experience
- Future Focused Knowledge and Skills
- Optimising International Opportunities
- Skills and Industry Partnerships
- Capability and Capacity
- Leading Facilities and Infrastructure

The 2021 - 2023 Strategic Plan sits within the 10 year planning horizon.

William Angliss Institute's Strategic Plan 2021 - 2023 seeks to support:

1. Education excellence
2. Enhancing Student Experiences
3. Partnerships
4. International Development
5. Innovation
6. Sustainability

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