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|  |                                | <b>JOB DESCRIPTION</b><br><br><b>Trainer/Assessor – NSW Aviation</b> |                              |
| <b>Classification Level:</b>  | <b>Teacher Level 1.1 – 3.4</b> | <b>Position Number:</b>  |                              |
| <b>Location:</b>  | <b>Alexandria NSW</b>          | <b>Appointment Type:</b>   | <b>Full Time / Part Time</b> |
| <b>Work Area:</b>   | <b>WAI Sydney</b>              |  |                              |

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**Contact for Job Applicant: Matt Steel on (02) 9125 5130**

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## **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 Trainer & Assessor NSW Aviation 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 Trainer & Assessor 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/train within the William Angliss Institute Sydney and service areas.

## **PRIMARY OBJECTIVES OF THE JOB**

The primary objectives of this position are to:

- Provide excellent teaching/training and assessment for the benefit of students, their employers and industry within the guidelines of the **Tourism, Hospitality and Events 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 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 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/training program to achieve Institute strategic goals.
- Carry out administrative duties relating to the role of a Coordinator/Trainer & Assessor and in particular:
  - Determine the training needs of commercial clients
  - Maintain accurate records of student, progress and assessment in accordance with established policies and procedures,
  - Prepare and maintain teaching/training and learning resources,
  - Supervise and monitor student progress,
  - Liaise with the Employers of Institute students, Australian Apprenticeship Centres, and other institutions as appropriate to ensure the establishment of strong co-operative arrangements,
  - Participate in networks beyond the Institute
  - Provide pre-course advice to students and participate in student selection and induction.
- 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 and in particular

## **REPORTING & WORKING RELATIONSHIPS**

As a member of the William Angliss Institute Sydney team the position will report directly to the Manager Educational Operations and will have a network of working relationships with other managers, coordinators, Trainer & Assessors and administrative staff.

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| Immediate Manager: | Manager Educational Operations                       |
| Manager:           | Manager Training NSW                                 |
| Director:          | Associate Director Vocational Education and Training |
| CEO:               | William Angliss Institute of TAFE                    |

The Manager Educational Operations is responsible for leading the William Angliss Institute Sydney Cookery and Foods teaching/training team, management and coordination of both governments funded and fee for service delivery. The position's manager reports to the Manager Training NSW.

## **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/training programs, therefore train and assess students (including apprentices and trainees)
- Coordinate monthly reports to immediate manager, client manager and client representative.
- 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/training 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
- Customise units and courses as appropriate to meet client needs

### **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.
- Facilitate of issuance of qualifications and statements of attainment.

### **ORGANISATIONAL RELATIONSHIPS AND IMPACT**

- Consult and provide educational services under the direction of Manager of Education and other managers.
- Provide a well-developed range of teaching/training strategies to 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**

- Knowledge and application of Apprenticeship and traineeship programs
- 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.
- Research and prepare own teaching/training materials and for utilization across the Institute.
- Develop leadership and mentoring skills
- Assist the Manager Educational Operations to develop and design courses and package accredited courses as identified.

### **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 institutes 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 a minimum vocational qualification of a Certificate III in Aviation or the ability to obtain this qualification through recognition of prior learning (RPL).
2. Approved industry/vocational experience (minimum of 5 years cabin crew experience) and proven currency within the Aviation Industry.
3. Minimum teaching qualification of Certificate IV in Training and Assessment (TAE40116 or equivalent).
4. Demonstrated ability and experience to plan, teach and assess in a range of units in the Tourism, Hospitality and Events training package or accredited curriculum, in the areas of Aviation.
5. Ability to research and develop appropriate teaching/training materials and methods of assessment, and adapt delivery and assessment to meet student needs using appropriate technology in a diverse teaching environment.
6. Knowledge of current trends in the Aviation industry and a network of industry contacts.
7. Demonstrated behaviours that align with the William Angliss Institute Values.

**SPECIAL CONDITIONS**

- A NSW Working with Children is required prior to commencement.
- The successful applicant will be required to have a current driver's license
- The successful candidate for this position may be required to travel interstate and 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 2018 - 2020

**Statement of Vision:** To be the first choice educational provider of foods, tourism, hospitality and events locally and internationally.

To deliver the highest quality specialist vocational and higher education programs to inspire and empower our students whilst adding value to our industry and community.

**Business Strategy:** To be the first choice provider of 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 2020 the seven strategic priorities are:

- Enhancing program flexibility
- Broadening the Institute's scope, integration and specialisation
- Developing and expanding international partnerships
- Developing a national operating network
- Becoming a recognised part of higher education
- Developing an applied research capability
- Investing in facilities and infrastructure

The 2018-2020 Strategic Plan sits within the 10 year planning horizon.

**William Angliss Institute's Strategic Plan 2018-2020 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