

Wyndham Community and Education Centre Inc

Job Description

Teacher - Senior Secondary Programs

Job Description

General Information

Incumbent:	To be confirmed
Classification:	According to Educational Services (Post Secondary Education) Award 2010
Reports to:	Senior Secondary Education Manager and/or Senior Secondary Education Coordinator
Duration:	For duration of contract

Position objective

Responsible for quality teaching and assessing of the Victorian Pathways Certificate (VPC) and Victorian Certificate of Education – Vocational Major (VCE VM) and Victorian Certificate of Applied Learning (VCAL) within the Training Services Unit of Wyndham Community & Education Centre Inc. (Wyndham CEC).

The Teacher works with the Senior Secondary Education Manager and/or Senior Secondary Education Coordinator and a team of teachers to ensure the effective and efficient delivery of the Senior Secondary Education (SSP) program.

The Teacher participates with the Senior Secondary Education Manager and/or Senior Secondary Education Coordinator and other teachers in a team that meets regularly to review the performance of the SSP program.

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Duties & responsibilities

1 *Planning*

- 1.1 Consult with the Senior Secondary Education Manager and/or Senior Secondary Education Coordinator about the aims and content of the course to ensure planning meets:
 - VCAA requirements including course standards, timelines and qualification requirements as per VCAA VCE and VCAL and VCAA VPC Administrative Handbooks. Together with the annual VCAA Important Administrative Dates.
 - DET/DJSIR/Skills First requirements.
- 1.2 Develop course programs building on the students' interests, abilities and strengths including developing and extending education and employment pathways.
- 1.3 Ensure programs are flexible in order to meet the changing and diverse needs of students.
- 1.4 Attend teacher meetings/information sessions as required.
- 1.5 Provide the Senior Secondary Education Manager and/or Senior Secondary Education Coordinator with a draft course outline prior to the start of each term and a final course outline at the completion of the course.

2 *Represent Wyndham CEC*

- 2.1 Represent Wyndham CEC to students and the public in a professional manner.
- 2.2 Represent Wyndham CEC at professional development/network meetings as required and in a professional manner.

3 *Program delivery and expertise*

- 3.1 Teach the course as negotiated according to the requirements set out in the VCAA VCE and VCAL and VCAA VPC Administrative Handbooks, VET training packages and Further Education Curriculum (FE), while meeting the Skills First VET Funding Contract.
- 3.2 Develop teaching strategies that reflect the varying learning needs of the students.
- 3.3 Understanding of remote teaching and learning. Support and enable remote curriculum delivery and assessment when required.
- 3.4 Ensure all assessments are based on the SSP Principles of Applied Learning and are in accordance with the assessment guidelines for the accredited curriculum and/or training packages.
- 3.5 Maintain necessary records as required by Skills First VET Funding Contract, VCAA, DET, DJSIR and the VRQA (or other funding/regulatory bodies as directed by the Senior Secondary Education Manager/ and/or Senior Secondary Education Coordinator), including meeting the AQTF Essential Conditions and Standards for Continuing Registration.
- 3.6 Keep the Senior Secondary Education Manager and/or Senior Secondary Education Coordinator informed regarding the course, students and changes to the class delivery program such as excursions, guest speakers and activities.
- 3.7 Inform the Senior Secondary Education Manager of students requiring follow-up particularly regarding student absences, student well-being & duty of care.
- 3.8 Attend relevant professional development, validation, moderation and quality assurance as required.

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3.9 Maintain a Professional Development Activity Log and Industry Consultation Log.

4 *Risk and Compliance*

4.1 Keep evidence of student participation and assessment records as required.

4.2 Work with the Senior Secondary Education Manager and/or Senior Secondary Education Coordinator as required to review and improve internal systems to ensure that minimal risks occur and compliance is assured.

4.3 Ensure compliance with:

- Wyndham CEC Codes, Policies and Procedures
- SSEP Requirements as per VCAA VCE and VCAL and VCAA VPC Administrative Handbooks, and annual VCAA Important Administrative Dates.
- Rules of the FE curriculum, VET training packages and SSP units as applicable
- DET requirements as per the Skills First VET Funding Contract
- AQTF Essential Conditions and Standards for Continuing Registration

4.4 Understand the legislative responsibilities and duty of care for students enrolled in the SSP program.

5 *Other requirements*

5.1 Take on other duties, consistent with the position, as directed by the Senior Secondary Education Manager and/or Senior Secondary Education Coordinator.

5.2 Follow individual Workplan requirements.

Important notes

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of Wyndham CEC as stated in its Constitution and Mission and Vision statements.

Have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Staff teaching in Skills First VET Funding Contract must act in accordance with the Skills First Quality Charter.

Wyndham CEC has a commitment to child safety and zero tolerance of child abuse. All staff must have a strong understanding of and comply with the new child safe standards that were introduced in Victoria in 2022.

Have a strong understanding of MARAM and family violence reforms.

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Selection Criteria

The person for this position will have demonstrated experience in:

1. Demonstrated experience teaching Senior secondary education programs (eg. VCAL, VCE) to young people
2. Understanding of applied learning principles
3. Experience teaching diverse learner groups
4. Understanding and adherence to relevant legislation, government policy and industry requirements including curriculum, AQTF conditions & standards, VRQA, DJSIR, and DET guidelines, requirements & minimum standards
5. Ability to empower young people to achieve their learning goals
6. Work collaboratively to develop to deliver an innovative, creative, flexible SSP program to learners who have multiple complex needs
7. Enthusiasm and initiative
8. Highly developed communication skills
9. Experience and ability to devise, deliver and document an appropriate program
10. Ability to work as part of a team
11. Meet the requirements stipulated as part of your work plan.

Highly Desirable

- Demonstrated experience in adult education and/or senior secondary education such as VCAL, VCE
- Demonstrated experience working with disengaged young people.

Qualifications

Mandatory:

- Appropriate qualification in Education
- Certificate IV in Training and Assessment (TAE40116 or TAE40110 with the TAELLN411/401A and TEAASS502/A/B units) or a higher level qualification in adult education.
- Recent and relevant industry experience.
- Current VIT registration/Working with Children Check and National Police Check
- VET qualification- minimum at level delivering qualification (for VET industry).