

Vocational Education and Training (VET) Teacher

STATEMENT OF DUTIES

SEPTEMBER 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Specified School/College
Supervisor	Principal
Award/Agreement	Teaching Service (Tasmanian Public Sector)
Classification	Band 1, Level 1-13
	Classification and progression is based upon training, qualifications and satisfactory performance.
Employment Conditions	Permanent/Fixed-term, Full-time/Part-time Up to 70 hours per fortnight, 52 weeks per year including 11 weeks annual leave.
Location	Statewide

Context

This Department for Education, Children and Young People is built entirely for children, young people and their communities. Our goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. This role sits within the Schools and Early Years portfolio and directly works within schools and colleges to encourage, foster, and support students within their provisions by undertaking the delivery of nationally accredited Vocational Education and Training (VET) training and qualifications.

Primary Purpose

Within this context the Vocational Education and Training (VET) Teacher will deliver and manage appropriate Vocational Education and Training (VET) programs for students, through the provision of instructional and classroom-based activities, and the assessment of individual student progress.

Level of Responsibility/Direction and Supervision

Responsible for the successful management of the assigned vocational teaching duties and associated activities. The incumbent receives broad direction, guidance and informative feedback from senior officers. Following the initial induction process, and as the teacher gains further experience, it is expected that the direction and guidance provided will reduce accordingly.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. In a variety of contexts and in line with relevant standards and compliance requirements, undertake monitoring, evaluation and teaching duties, including:
 - Assessment of students and their needs (including pastoral care)
 - Preparation and implementation of appropriate learning programs
 - Classroom teaching and out-of-classroom student supervision
 - Use of flexible teaching strategies and processes
 - Classroom management and the development of flexible teaching strategies
 - Involvement in curriculum and administrative committees and, where appropriate, other decision-making bodies

- Assessment of students' work and periodic reporting to parents or guardians
 - Participation in and contribution to general school activities and in the management of whole of school issues; and,
 - Personal professional development
2. Prepare, manage and co-ordinate teaching and assessment materials, resources and equipment for learning programs, providing advice and feedback on class materials and teaching equipment where required.
 3. Apply principles of quality assurance and continuous improvement to all learning programs, ensuring compliance in the delivery and assessment of programs in line with the Department's Registered Training Organisation (RTO).
 4. Participate in vocational professional learning programs and activities, maintaining and updating industry currency and VET knowledge in line with the Department's RTO compliance requirements.
 5. Undertake a range of classroom-based activities, including monitoring student engagement and progress; and provide guidance, support, and supervision to students.
 6. Develop and apply management strategies for student behaviour, ensuring a duty of care through monitoring and following-up on student attendance.
 7. Carry out administrative tasks related to learning programs and students, including the maintenance of relevant organisational and student records which relate to the enrolment, resulting and reporting of students.
 8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
 9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. A capacity to teach and assess in a competent manner with a sound understanding of basic teaching philosophies, the principles of assessment and the ability to adopt new teaching strategies and delivery techniques in relation to identified area/s of expertise.
2. Highly motivated with an ability to adapt to change, undertake further training, and develop new knowledge and skills related to technological change and industry innovation.

3. Well-developed communication and interpersonal skills, with the ability to relate effectively to students, parents, employers, staff and representatives from external organisations.
4. Commitment to the principles of equal opportunity in education for all students, with a demonstrated understanding of the problems that may be faced by students, and an ability to provide assistance to students experiencing study difficulties, including assessing, helping and referring students for further assistance.
5. Evidence of well-developed and current knowledge of the designated vocational industry area
6. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Current certificate of registration; or provisional registration; or limited authority to teach granted by the Teachers Registration Board (Tasmania) in accordance with the provisions of the Teachers Registration Act 2000.
- Vocational competencies and current industry skills combined with an appropriate level of knowledge and experience relevant to the identified delivery area and commensurate to the level of the training and assessment being delivered.
- As per the requirements detailed in the Australian Skills Quality Authority Standards for Registered Training Organisations (RTOs) 2015, the occupant must have either a TAE40116/TAE40122 Certificate IV in Training and Assessment or its successor.

OR

- TAE40110 Certificate IV in Training and Assessment, and the following credentials;
 - Address adult language, literacy and numeracy skills either TAELLN411 or TAELLN401A or its successor, and;

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- Design and develop assessment tools either TAEASS502 or TAEASS502A or TAEASS502B, or its successor.

OR

- A diploma or higher-level qualification in adult education.

OR

- A Bachelor of Education or Graduate Diploma of Education and obtainment of either TAESS00019 Assessor Skillset (TAEDES411, TAEASS412, TAEASS413) or TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set (TAEPDD401, TAEDES411 TAEASS412, TAEDES412, TAEASS413).

Desirable

- Experience in a vocational education training environment.

Working within the Department for Education, Children and Young People

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 520040, Manager – Recruitment Operations – 11/24
Request:
Date Duties and Selection Criteria Last Reviewed: SW 11/24
