| Agency | Department of Education | | | Work unit | Katherine High School |
| --- | --- | --- | --- | --- | --- |
| Job title | VET Trainer Assessor | | | Designation | Administrative Officer 6 |
| Job type | Full Time | | | Duration | Fixed from 19/04/2021 to 16/12/2022 |
| Salary | $92,620 - $103,538 | | | Location | Katherine |
| Position number | 42222 | RTF | 209910 | Closing | 12/04/2021 |
| Contact | Larni Montgomery, Senior Manager RTO on 08 8944 9231 or [larni.montgomery@nt.gov.au](mailto:larni.montgomery@nt.gov.au) | | | | |
| About the agency | [www.education.nt.gov.au](http://www.education.nt.gov.au) | | | | |
| Apply online | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=209910> | | | | |
| Information for applicants– Inclusion and diversity and Special measures: **Applications must be limited to a one-page summary sheet and detailed resume.**  The NTPS values diversity and aims for a workforce that represents the community. The NTPS encourages people from all diversity groups to apply for vacancies. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).  Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). | | | | | |

**Primary Objective:**

Delivery of competency based training and assessment of nationally accredited Vocational Education and Training (VET) programs at Katherine High School including face to face delivery and ensuring national standards are maintained within the school and training centre environment.

**Context Statement:**

Katherine High School is the only government secondary school in Katherine. It provides an educational service to students from Year 7 to Year 12. In both the Senior and Middle Years students are provided with multiple achievement pathways to ensure they receive the education most appropriate to their needs. The School caters to a diverse population from a range of different social, educational and ethnic backgrounds. 12% of our students have family who are employed by the ADF at RAAF Base Tindal and 56% of our students are Aboriginal. The School takes great pride in its inclusive practices and diversity and works hard to live up to our core values of Inclusion, Respect, Effort and Resilience.

**Key Duties and Responsibilities:**

* Delivery of competency based training and assessment for Automotive VET for secondary students including face to face delivery within the school and training centre environment.
* Ensure all Registered Training Organisation (RTO) administration tasks are completed in a timely manner including enrolment, Unique Student Identifier (USI), learning plans, session overviews, course preparation, student records and reports and assessment delivery and documentation.
* Develop and continuously review training and assessment resources to support delivery of accredited competencies and qualifications; develop a range of delivery models to support the effective delivery of VET programs and ensure reasonable adjustments complying with national standards are undertaken where necessary to meet the needs of students.
* Represent the RTO on local and community committees, forums and workshops, ensure effective written and oral communication and engagement with schools, industry, other RTOs and government and provide specialist assistance to enhance student learning including literacy and numeracy support when required.
* Attend professional development sessions to maintain current knowledge and practice of vocational training, learning and assessment, including competency based training and assessment and relevant industry skills.

**Selection Criteria:**

**Essential:**

1. TAE40116 Certificate IV in Training and Assessment and the ability to demonstrate equivalence of competencies together and have industry qualifications and/or experience in supporting training and assessment as required in the VET Quality Framework (VQF) and Training Package Assessment Guidelines including industry currency.
2. Demonstrated knowledge and appropriate written and oral communication skills to provide advice to schools and community on the development, implementation and ongoing improvement of nationally accredited VET programs in relevant industry areas in schools, and the ability to interact effectively in a cross cultural environment.
3. Demonstrated experience in Building and Construction developing and managing nationally accredited VET programs for delivery in schools and training centres, including the ability to develop training resources and assessments and implement innovative service delivery solutions.
4. Ability to manage and demonstrate participation in professional development programs, ensuring national standards and industry requirements in specified industry area are maintained.
5. Ability work flexibly including managing pressure in changing environments, and modifying approaches to suit diverse people and situations.

**Desirable:**

1. Relevant industry/trade or Certificate III qualification (as a minimum) in Building and Construction.
2. Current Working with Children Clearance (Ochre Card) or ability to obtain
3. Senior first aid

**Further Information**: Office based conditions apply.

**Approved: March 2021 Sharon Oldfield, Principal Katherine High School**