

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Borroloola School
<b>Job Title</b>	Trainer Assessor	<b>Designation</b>	Administrative Officer 6
<b>Job Type</b>	Full time	<b>Duration</b>	Fixed from 01/01/2020 to 31/12/2020
<b>Salary</b>	\$90,361 - \$101,031	<b>Location</b>	Borroloola
<b>Position Number</b>	37505 <b>RTF</b> 175125	<b>Closing</b>	20/10/2019
<b>Contact</b>	Stephen Pelizzo, Principal on 08 8975 8780 or <a href="mailto:stephen.pelizzo@ntschoools.net">stephen.pelizzo@ntschoools.net</a>		
<b>Agency Information</b>	N/A		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached resume/cv</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>		
<b>Inclusion &amp; Diversity</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
<b>Special Measures</b>	Under an approved <b>Special Measures</b> recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=175125">https://jobs.nt.gov.au/Home/JobDetails?rtfid=175125</a>		

**Primary Objective:** Delivery of competency based training and assessment of nationally accredited Vocational Education and Training (VET) in Schools programs including face to face delivery and ensuring national standards are maintained within the school environment.

**Context Statement:** Borroloola School is located in the township of Borroloola, 850km southeast of Darwin. The population is approximately 1000. There are four main clans: Garrawa, Mara, Yanyuwa and Gurdanji. The two main languages are Yanyuwa and English. Borroloola can be accessed by a sealed bitumen road all year round or via air through regular passenger transport flights. Borroloola School provides education to students from 0 (FAFT) to Preschool to Year 12 and Pathways Programmes for students in 10, 11 and 12.

### **Key Duties and Responsibilities:**

1. Delivery of competency based training and assessment to VET for Secondary students including face to face delivery within the school environment and assist the Industry Engagement Officer in structured work placement.
2. Ensure all RTO administration tasks are completed in a timely manner including Enrolment, Unique Student Identifier (USI) learning plans, session overviews, course preparation, assessment delivery, student records, student reports and final assessment documentations.
3. 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 that meet the national standards, are undertaken where necessary to meet the needs of students.
4. 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 the student's learning including literacy and numeracy support when required.
5. Attend Professional Development Sessions to keep up to date in the fields of the knowledge and practice of vocational training, learning and assessment including competency based training and assessment and current relevant industry skills.

### **Selection Criteria**

#### **Essential:**

1. TAE40110 Certificate IV in Training and Assessment and TAE10 Assessor Skill Set or the ability to demonstrate equivalence of competencies together and have industry qualifications and/or experience that support 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 school and community on the development, implementation and ongoing improvement of nationally accredited VET programs in the school and the ability to interact effectively in a cross cultural environment.
3. Demonstrated experience in developing and managing nationally accredited VET programs for delivery in the school including the ability to develop and implement innovative service delivery solutions.
4. Ability to manage participation in professional development programs ensuring national standards and industry requirements are maintained.
5. A current Working with Children Clearance Notice and Apply First Aid certificate or equivalent.

#### **Desirable:**

1. Relevant industry/trade qualifications. I.e. Rural, CALM, Engineering, Hospitality, Construction, Automotive, Tourism.

**Further Information:** Office-based conditions apply for this position. Trainers may be required to travel to a variety of community schools to deliver training.