

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Quality Teaching and Learning
<b>Job Title</b>	Teacher / Trainer	<b>Designation</b>	Classroom Teacher
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed to 23/12/2019
<b>Salary</b>	\$73,335 - \$105,172	<b>Location</b>	Darwin
<b>Position Number</b>	33553 <b>RTF</b> 158852	<b>Closing</b>	23/01/2019
<b>Contact</b>	Rebecca Brydon, Training Manager Registered Training Organisation on 0417 257 638 or <a href="mailto:rebecca.brydon@nt.gov.au">rebecca.brydon@nt.gov.au</a>		
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed 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 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>Special Measures</b>	The Northern Territory Public Sector values diversity and aims for a workforce which is representative of the community we serve. Therefore, under an approved <b>Special Measures</b> recruitment plan, ATSI 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. For further information on Special Measures, <a href="#">click here</a>		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=158852">https://jobs.nt.gov.au/Home/JobDetails?rtfId=158852</a>		

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

**Context Statement:** Education Policy and Programs provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools. Staff in Education Policy and Programs liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment; vocational education and training; and cross agency and intergovernmental relations.

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

1. Delivery of competency based training and assessment to students in the areas of Foundation Skills and Manufacturing (Pathways), including face to face delivery at the Middle Years Training Centre.
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 documentation.
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. 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. A degree and/or diploma in Education of an Australian tertiary institution, or equivalent and TAE40110 Certificate IV in Training and Assessment and have Manufacturing industry qualifications and 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 to school students 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 a school environment 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. Teacher registration with the Teacher Registration Board of the Northern Territory, a current Working with Children Clearance Notice and Apply First Aid certificate or equivalent.

#### **Desirable:**

1. Relevant industry/trade qualification in the industry area you are applying for.

### **Further Information:**

Office-based conditions apply for this position.