

# Job description

Agency	Department of Education	Work unit	Alyangula Area School
Job title	Trainer Assessor	Designation	Administrative Officer 6
Job type	Full Time	Duration	Fixed from 01/02/2021 to 17/12/2021
Salary	\$92,620 - \$103,538	Location	Alyangula
Position number	42399	RTF	203645
		Closing	17/01/2021
Contact	Theo de Beer on 08 8987 6366 or <a href="mailto:theo.debeer@ntschoools.net">theo.debeer@ntschoools.net</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=203645">https://jobs.nt.gov.au/Home/JobDetails?rtfid=203645</a>		

## Information for applicants

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](#).

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](#).

## Primary objective

Create, implement and deliver competency based training and assessment of nationally accredited Vocational Education and Training (VET) to students aged 14-17yrs, in commercial cookery/hospitality.

## Context statement

This position will work across the 3-4 schools on the Groote Eylandt Archipelago, primarily working out of the Trade Training Centre (commercial kitchen) located at Alyangula Area School, delivering VET and pre-Vet courses to eligible students across the schools. Anindilyakwa is one of the main languages spoken across the island. Alyangula Area school students have an Indigenous enrolment of 29.9%, while Angurugu, Umbakumba and Milyakburra schools have a 100% Indigenous enrolment.

## Key duties and responsibilities

1. Deliver programs (Kitchen Operations, hospitality and Tourism) of competency based training and assessment in VET to secondary aged students and pre-VET skills to middle school aged students, including Aboriginal and Torres Strait Islander students.
2. Ensure all Registered Training Organisation (RTO) trainer administration tasks are completed in a timely manner including learning plans, session overviews, course preparation, assessment delivery, student records and reports and final assessment documentation.
3. Develop and continuously review training and assessment resources to support delivery of accredited competencies and qualifications and ensure reasonable adjustments that meet the national standards, are undertaken where necessary to meet the needs of students.
4. Effectively communicate and engage with school staff, family and community members and provide specialist assistance to enhance the student's learning including; literacy and numeracy support when required.
5. Participate in professional development 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.
6. Contribute to the school's continuous improvement agenda.

## Selection criteria

### Essential

1. TAE40116 Certificate IV in Training and Assessment and have industry qualifications and or experience in support that supports training and assessment as required in the VET Quality Framework (VQF) and Training Package Assessment Guidelines (including industry currency).
2. Demonstrated knowledge, skills and ability to establish effective relationships with secondary aged students and their families, to achieve educational (VET) outcomes, including the ability to interact effectively in a cross cultural environment.
3. Demonstrated ability to develop and implement nationally accredited VET programs including innovative service delivery solutions.
4. Demonstrated communication and collaborative skills to work effectively within teams to achieve outcomes.
5. Participation in professional development, ensuring national standards and industry requirements are maintained.

### Desirable

1. Relevant industry/trade or Certificate III qualification (as a minimum) in commercial cookery/hospitality.

## Further information

A current Working with Children Clearance (Ochre Card) and Apply First Aid certificate or equivalent.

Approved: December 2020

Theo De Beer, Principal Alyangula Area School