

Job description

Agency	Department of Education	Work unit	Gunbalanya School
Job title	Trainer Assessor	Designation	Administrative Officer 6
Job type	Full Time	Duration	Fixed to 09/01/2023
Salary	\$92,620 - \$103,538	Location	Gunbalanya - Oenpelli
Position number	37511	RTF	220954
		Closing	23/09/2021
Contact	Daniel Ellem, Co-Principal on 0417 347 775 or daniel.ellem@ntschoools.net		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=220954		

Applications must be limited to a one-page summary sheet and detailed resume

Information for applicants – Inclusion and diversity and Special measures

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 and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. 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

Deliver competency based Training and Assessment programs based on nationally accredited Vocational Education and Training (VET) packages to predominantly indigenous secondary school students within the Gunbalanya School Trades Training Centre.

Context statement

Gunbalanya-Oenpelli is a remote Indigenous community located approximately 310km east of Darwin in West Arnhem Land. Gunbalanya School, in partnership with the Department of Education Registered Training Organisation (DoE RTO) are responsible for the implementation and management of a range of Australian and Northern Territory Government training initiatives including pre-VET programs, work experience, and VET training for secondary students at the school. Currently the focus programs are Construction and Manufacturing Pathways and Conservation and Land Management, including structured workplace learning and school based apprenticeships.

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 placements.
2. Ensure all RTO administration tasks are completed in a timely manner including enrolments, learning plans, session overviews, course preparation, assessment delivery, student records, student reports and final assessment documentations.
3. Develop and review training and assessment resources to support delivery of accredited competencies and qualifications, particularly to meet the needs of EAL/D (English as an Additional Dialect) learners
4. Develop a range of delivery models to support the effective delivery of VET programs and provide reasonable adjustments that meet the needs of students including literacy and numeracy support when required.
5. Represent the School and RTO on local and community committees. Ensure effective written and oral communication and engagement with partner agencies.
6. Attend professional development as required to enhance skills in vocational training, learning and assessment including maintaining industry currency.

Selection criteria

Essential

1. Ability to demonstrate 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 ability to develop and deliver nationally accredited VET programs in schools, and to cater for the needs of diverse groups of students.
3. Demonstrated ability to provide advice to school leadership and community on the development, implementation and ongoing improvement of nationally accredited VET programs in schools.
4. Currently hold a Certificate IV in Training and Assessment, or have relevant teaching experience and the ability to attain a Cert IV Training and Assessment.
5. A current Working with Children Clearance Notice (Ochre card) and Apply First Aid certificate or equivalent, or the ability to obtain.

Desirable

1. Relevant industry/trade qualifications in Construction, Manufacturing and/or Conservation and Land Management
2. Teaching qualification and registration with the Northern Territory Teachers Registration Board

Approved: 17/12/2020

Daniel Ellem, Co Principal