

Position Summary

Title Teacher Agriculture

Purpose The role of a Teacher at TAFE Gippsland is to:

- Manage the learning process to enable students to achieve their best;
- Develop and deliver relevant and industry current course material;
- Maintain own vocational currency to ensure the delivery of the most up to date practices;
- Ensure student records are accurate and maintained according to policies and procedures;
- Adhere to quality and compliance principles and practices in relation to teaching and assessment activities;
- Apply innovative delivery practices contextualised to the clients' needs;
- Contribute to the growth and development of TAFE Gippsland; and
- Provide advice and information regarding TAFE Gippsland courses.

Reports To Program Manager Agriculture, Horticulture & Conservation

Classification L1.1 (AQF4) – L3.4 (AQF6) Victorian TAFE Teaching Staff Agreement 2018

Key Accountabilities

- Working closely with industry (employers), trainees and other students in the classroom and in workplaces.
- Understanding and interpreting the requirements of the relevant Training Package/s and taking responsibility for keeping up to date with any amendments.
- Planning, preparing, delivering and assessing quality teaching and learning activities.
- Designing and implementing a range of teaching methodologies as appropriate to client groups.
- Researching, developing, validating and implementing teaching and learning resources, and assessment materials.
- Adhering to training and assessment compliance requirements, specifically related to organisational policies and procedures, the internal Quality & Compliance Team (Education Faculty), the Australian Skills Quality Authority (ASQA) and the Higher Education & Skills Group (HESG).
- Maintaining accurate course and student records according to organisational requirements and timelines, specifically in the areas of student enrolment, participation and validation.
- Contributing to the development and distribution of course promotional materials and providing advice to students.
- Responding to student enquiries, advising and developing student training plans, and assisting with enrolment processes according to policies, procedures and defined timelines.
- Participating to planning activities and developing and promoting new courses and initiatives that lead to revenue growth.
- Attending mandatory Course Team meetings, and actively participating in and contributing to the Course Team processes and requirements.
- Ensuring that own professional teaching and vocational competence and currency is maintained to appropriate industry and organisational standards, and that any specialised licensing requirements are adhered to and kept up to date.
- Actively contributing to and participating in student related activities and events as required – e.g. enrolment days, information sessions, graduations, etc.

- Ensuring the appropriate engagement and progression of students and actively partnering with the Student Advisory team to identify and support students who are 'at risk' of non-completion or withdrawal;
- Advising the Program Manager regarding specialist resource and equipment requirements;
- Participating in networks that contribute to ensuring relevance and currency of material being delivered, and identification of future opportunities;
- Maintaining and providing information, advice, records and documentation for internal and external auditing and assurance activities, and actively participating in those activities;
- Working within the occupational health and safety guidelines of the organisation to ensure the safety of yourself, colleagues and student;
- Ensuring that student field trips are planned and organised, according to organisational guidelines;
- Working within the Animal Welfare guidelines of the organisation to ensure the safety of yourself, colleagues, students and animals.
- Ensuring that practical activities that involve the use of animals are implemented based on the pre-approved guidelines of the TAFE Gippsland Animal Ethics Committee;
- May be assigned other duties not specified within this document but commensurate with this classification level.

Required Knowledge & Skills

Education & Essential:

Experience

- Minimum Certificate IV in Agriculture or related studies.
- Minimum 5 years' experience working in the Agricultural industry (farming or service provider).
- Certificate IV in Training and Assessment TAE40122 or equivalent (if not held on commencement, qualification must be completed within agreed timeframe).
- Previous experience in building relationships with industry.
- Previous experience in training, mentoring and supporting trainees / apprentices in their workplaces.

Highly Desirable:

- Bachelor of Applied Science (Agriculture) or similar field.
- Applied pasture based agronomy experience.
- Applied Ruminant nutrition experience.
- Applied animal health experience (e.g. dairy, beef, sheep, chickens, pigs).
- Farm business management experience including human resource.
- Knowledge, skills and experience teaching (formally or informally) others in several of the following areas:
 - Handling various types of livestock
 - Milk harvesting (various shed types)
 - Livestock health and welfare
 - Livestock nutrition
 - Growing forage crops
 - Silage and hay making
 - Soil and plant nutrition
 - Grazing management
 - Integrated pest management (IPM)
 - Farm infrastructure maintenance inclusive of:
 - Conventional fencing
 - Electric Fencing

- Machinery operation inclusive of:
 - Quad Bike Operation
 - Side by side vehicle operation
 - Agricultural Tractor operation
 - Agricultural Tractor with front end loader attached
- Current holder of a Heavy Vehicle Driver License with the ability / willingness to operate a 21 seater bus for student field trips.

Essential Knowledge and Skills

- Ability to select and use a wide range of teaching and assessment strategies appropriate to a diverse learner population and the competency standards required.
- Ability to work autonomously and flexibly, and willingness to travel to industry and workplaces through the Gippsland region.
- Appreciation of occupational health and safety, industrial relations and merit and equity principles and quality assurance.
- High level IT skills and competence in the use of Microsoft Office products, with an ability to learn and utilise other programs as required in the job role.
- Knowledge of and experience in the delivery of industry specific skills.
- Demonstrated capacity to plan, research, schedule and meet agreed deadlines.
- A high level knowledge of Training Packages and the ability to interpret and deliver on requirements.
- Knowledge of the compliance and quality requirements of the National VET Quality Framework overseen by ASQA, and the ability to comply with such.

Key Functional Relationships

Internal

- Program manager Agriculture, Horticulture & Conservation
- Head of Department Food & fibre, Forestry & Maritime
- Teaching Staff
- Client Services and Education Admin team peers
- Other Heads of Departments & Program Mangers
- Director Educational Delivery
- ICT

External

- Legislative Regulatory Bodies
- Industry Representatives
- External TAFE peers
- May include training vendors

Mandatory Requirements

- Current Drivers Licence as travel required throughout the Gippsland region
- Valid Working with Children Clearance (WWC) Assessment Notice and/or WWC Card
- Current (less than 12 months old) satisfactory National Police Check
- A valid COVID-19 Vaccination Certificate

Key Selection Criteria

1. Successful completion of Certificate IV Training & Assessment (TAE40122 or equivalent) is mandatory;
2. Qualification/s and current work experience within the relevant vocational discipline. (Note: the appointee must be able to demonstrate vocational competence at least to the level being delivered and assessed);
3. Demonstrated capacity to plan, prepare, deliver and assess quality VET programs;
4. Knowledge of Training Packages and the ability to interpret and deliver on requirements;
5. Knowledge of the compliance and quality requirements of the National VET Quality Framework overseen by ASQA, and the ability to comply with such;
6. Commitment to maintaining currency of vocational and professional competence;
7. High level IT skills with the ability to use online technologies and systems;
8. Ability to work collaboratively, harmoniously and flexibly as part of a professional team, and a high work ethic that demonstrates initiative and a 'can do' attitude across a range of deliverables;
9. Ability to contribute to the promotion of TAFE Gippsland, the development of new products and services, and the recruitment of students.

Version Control and Sign Off

Effective Date: 26 July 2023

Prepared by: People & Culture

Approved by: Program Manager Agriculture, Horticulture & Conservation

Employee Sign-Off:

Date: