



trades
norwest
ANGLICAN SENIOR COLLEGE

**TRADES NORWEST ANGLICAN SENIOR COLLEGE
+ TECHWEST SYDNEY**

POSITION DESCRIPTION

**TEACHER
VET BUSINESS SERVICES CERTIFICATE III/III**

Specific responsibilities:

The job involves the delivery of high quality training to students in Years 11 and 12 as part of their HSC program of study, and course preparation and development, training and session plans and various relevant assessment tasks required by ASQA and Techwest, the RTO associated with Trades Norwest Anglican Senior College.

Essential Qualification and Experience

- Certificate IV in Training and Assessment (TAE 40110)
- Certificate II or III in Business Services
- Experience in Business administration

Duties and Essential job functions:

- Deliver training and assessment in Business Services to Stage 5 and 6 students at Trades Norwest Anglican Senior College
- Manage and monitor students to ensure they meet training and assessment milestones throughout their training term
- Ability to pass a Working with Children check to train individuals under the age of 18
- Develop Vocational Education and Training competency and currency by attending further training and professional development as required
- Support LLN needs of students in the course
- Comply with WHS requirements when delivering training and assessment to students
- Develop course content, training, assessment tools and resources appropriate to students with a trade focus
- Use an on-line learning platform for program delivery
- Actively participate in the continuous improvement processes of the RTO
- Participate in compliance activities
- Meet deadlines for all course administrative and compliance requirements
- Adhere to Trades Norwest and Anglican Senior College and Techwest RTO Policies and Procedures
- Adhere to the VET Quality Framework requirements
- Participate in whole staff professional development sessions as nominated by Trades Norwest Anglican Senior College

Pastoral Care

A teacher / trainer at Trades Norwest Anglican Senior College should be able to:

- Establish and maintain good working habits and discipline in classrooms and throughout the College that uphold the College standards and expectations
- Mentor students whilst they on site at the College and as apprentices in their workplace and whilst they undertake their trade training
- Provide regular reporting on student progress to students and parents using the College on-line database portal
- Produce regular reporting relating to any student issues such as absenteeism, unit competency issues, behavioural problems etc
- Participate in the wider life of the College, including playground monitoring duty

Desirable qualities:

A teacher / trainer at Trades Norwest Anglican Senior College should be able to demonstrate:

- An active commitment to the Christian faith
- Alignment with the Philosophy of Education of the Sydney Anglican Schools Corporation
- An ability to relate to (predominantly male) 15-18 year old adolescent students focussed on a trade qualification
- An ability to deliver training in a flexible learning environment, accounting for students with specific literacy and numeracy needs
- Enthusiasm and passion for training
- Ability and willingness to work as a team member
- Enthusiasm to pursue continuing professional development
- Excellent technology skills with word-processing, spreadsheets and on-line learning platforms
- Excellent time management skills
- Excellent organisational skills
- Excellent verbal and written communication skills
- Excellent computer skills