

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

**TEACHER  
ELECTROTECHNOLOGY CERTIFICATE III**

**Specific responsibilities:**

This job involves the delivery of high quality training, 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, with the goals of guiding student participants towards Certificate III Electrotechnology course qualification. Some students will be involved in School Based Apprenticeships through Trades Norwest Anglican Senior College and the remainder will be completing their 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year of apprenticeship post-school, including the Capstone refresher and assessment.

**Essential Qualifications**

- Certificate IV in Training and Assessment (TAE 40110)
- Certificate III or IV in Electrotechnology (UEE30811)
- Relevant industry qualifications
- Recent industry experience
- Unrestricted NSW Drivers licence

**Duties and Essential job functions:**

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| <ul style="list-style-type: none"> <li>• Deliver training and assessment services to TechWest students undertaking nationally accredited apprenticeships and traineeships within the Construction industry</li> <li>• Manage and monitor allocated trainees and apprentices to ensure they meet training and assessment milestones throughout their training term</li> <li>• Ability to pass a Working with Children check to train individuals under the age of 18</li> <li>• Develop Vocational Education and Training competency and currency by attending further training and professional development as required by TechWest</li> <li>• Support LLN needs of students in the course</li> <li>• Comply with WHS requirements when delivering training and assessment to students</li> <li>• Develop course content, training, assessment tools and resources</li> </ul> | <ul style="list-style-type: none"> <li>for use within TechWest training courses</li> <li>• Use an on-line learning platform for program delivery</li> <li>• Actively participate in the continuous improvement processes of the RTO</li> <li>• Participate in compliance activities</li> <li>• Meet deadlines for all course administrative and compliance requirements as set by TechWest</li> <li>• Adhere to TechWest RTO Policies and Procedures in all actions</li> <li>• Adhere to the VET Quality Framework throughout all operations</li> <li>• Deliver the required trade training components of School Based Apprenticeships as they relate to students employed under those arrangements</li> <li>• Participate in whole staff professional development sessions as nominated by Trades Norwest Anglican Senior College</li> </ul> |
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**Pastoral Care**

- 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
- 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 are on site at the College and as apprentices in their workplace and whilst they undertake their trade training
- Participate in the wider life of the College, including playground monitoring duty

**Desirable qualities:**

It is desirable that a teacher/trainer at the Trades Norwest Anglican Senior College and TechWest RTO should be 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
- Enthusiasm and passion for training young people
- Ability and willingness to work as a team member
- Enthusiasm to pursue continuing professional development
- Excellent computer technology skills with word-processing, spreadsheets and on-line learning platforms
- Excellent time management skills
- Excellent organisational skills
- Excellent verbal and written communication skills