

Position Title: Casual VET Teacher (SCM)	Business Unit: VET
Reports To: VET Manager	Direct Reports: No
Employment Type: Casual	Classification: Level 1 - Teachers and Tutorial/Instructor - Education Services (Post Secondary Education) Award 2020
Budget responsible for: N/A	Location: Cromwell/Wellington Street Campuses

**Purpose of the Role**

This position is responsible for the delivery and assessments of the CUA310120 - Certificate III in Screen and Media to Secondary Students under the VDSS structure.

This position is primarily based at the Cromwell and Wellington Street campuses in Collingwood however there may be times where work is performed at our other campuses.

In this role there may be occasional times when working outside of normal hours is necessary to coordinate events, meet project deadlines or operational needs.

**Strategic Goals the role drives success for: or Strategic Goals the role contributes to the success of achieving**

**We will better prepare students for study** with foundation courses that build capacity, capability and confidence. Our student support will be world-class, adapting to the needs of our diverse cohorts. We will partner with students to codesign an outstanding student experience.

**We will give Collarts students access to new curriculum opportunities**, including electives, shared units, double degrees, UG certificates, VET qualifications and professional accreditations that boost their artistry, entrepreneurship and employability and fill our classrooms. We will keep alumni and industry partners up to date with the latest skills and knowledge via short courses.

**Key Outcomes**

- Deliver and assess enrolled students within Collarts Learning Management System (LMS) (Canvas)
- Coordinate and manage student expectations and offer support where required
- Creating and maintaining quality documents i.e., unit/lesson plans, assessment development tools, validation etc
- Monitor student progression and communication with student’s home school
- Processing of student attendance, results and reports

## Key Accountabilities

The following accountabilities are not exhaustive, and others may be included as directed and in alignment with the role classification level.

### Course Training and assessing

- Provide high-quality deliver course content to VETDSS students
- Create unit/lesson plans
- Prepare for classes prior to delivery
- Complete requested educational duties; including and not limited to revising/developing course content and training/assessing tools
- Assess student submissions and process results
- Aid students in relation to the additional support for course curriculum
- Liaise with VET support in relation to student course adjustments or withdrawals
- Advise home schools of students' progress and/or at-risk concerns
- Maintain student weekly attendance report
- Provide high-quality enrolment support services to students and relevant staff to ensure consistency and the free flow of information
- Follow all internal policies and procedures including and not limited to enrolment, assessment, participation and resulting

### Maintain and monitor LMS

- Ensure course materials are accurately uploaded, organised, and accessible in the LMS
- Regularly review course content for accuracy, relevance, and alignment with curriculum requirements
- Ensure content and unit/lesson plans are ready prior to their commencement date
- Liaise with VET Support/ Manager regarding course content and any future requirements
- LMS continuous improvement
- Monitor student activity on Canvas
- Process all assessments outcomes and liaise with VET support in relation to transferring results to VETtrak
- Work with VET support as the Canvas point of contact for the organisation
- Provide updates to the VET support on trends or issues with students or with the operation of Canvas or it's interaction in VETtrak

## Selection competencies

### Essential competencies

- At least two years' training and assessing experience within an RTO/TAFE/secondary school setting.
- Minimum two years' experience in the Creative Arts Industry
- Demonstrated experience in delivering programs to young adults
- High level of computer literacy; sound working knowledge of Microsoft Office, MAC operating systems and database management skills,
- Experience in using industry specific audio and media engineering software (i.e. Adobe)
- Strong Knowledge of VET and VETDSS requirements

- Experience using Learning Management Systems i.e. Canvas.
- Hold a current (TAE40116 or TAE40122) Certificate IV in Training and Assessment as a minimum
- Hold a Working with Children check or equivalent

## Our Collarts Values

All employees are required to conduct themselves in accordance with the Code of Conduct and associated Human Resources policies and uphold Collarts core values of:

**CURIOSITY** Play, have fun, try new things, experiment, adapt and learn. Accept ambiguity and uncertainty. Embrace nuance and complexity. Ask questions and be open minded.

**KINDNESS** Get to know people, be gentle and respectful. Ask for help and help others. Be generous, humble and compassionate. Make kindness the currency of authentic relationships.

**CONNECTION** Share information freely, listen deeply and be honest. Invite people in. Build trust. Find collaborators who yearn for the same things. Have faith in the power of the team.

**COURAGE** Take risks. Be ambitious and determined. Find your voice: speak up and be vulnerable. Persevere. Practise progress over perfection. Make failure a step towards success.

**MASTERY** Immerse in the creative process. Find your thing: show grit in the face of struggle. Hone your craft and artistry. Challenge yourself in the relentless pursuit of excellence.