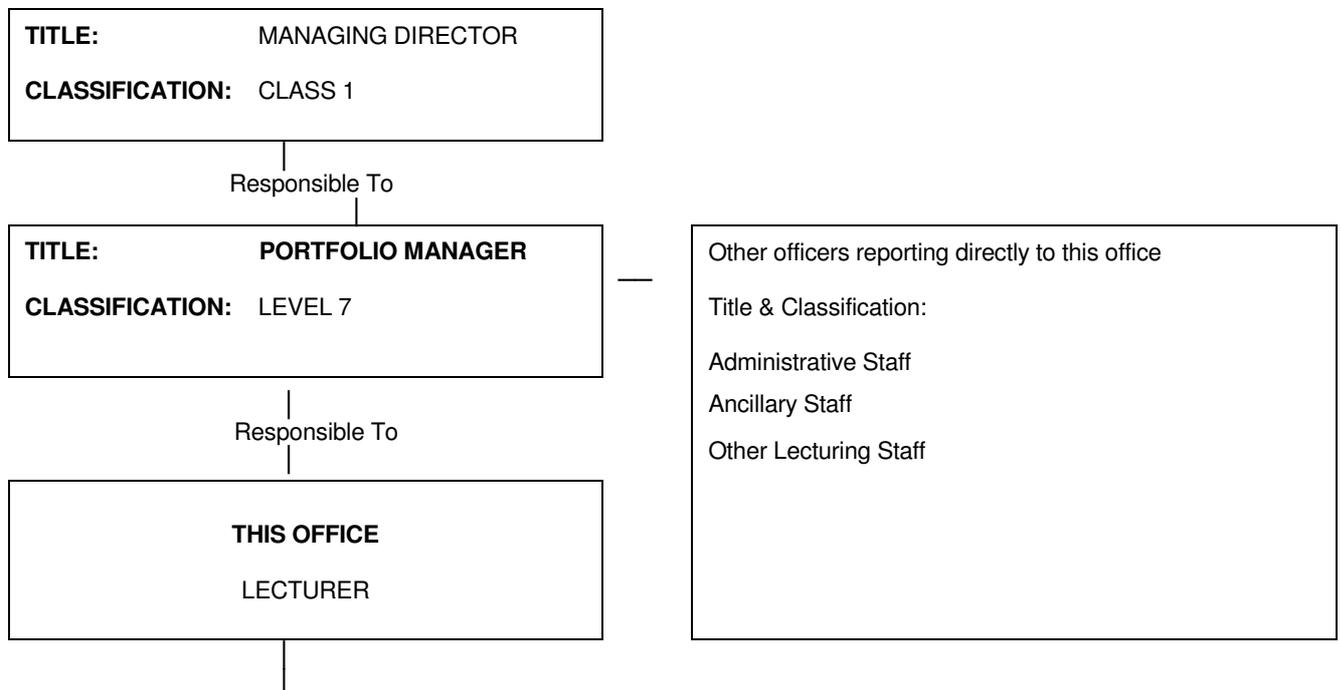


**JOB DESCRIPTION FORM**

<b>ORGANISATION</b> KIMBERLEY TAFE <b>DIVISION</b> TRAINING DIRECTORATE <b>BRANCH</b> <b>SECTION</b> VARIOUS	<b>EFFECTIVE DATE OF DOCUMENT</b> Generic 2008
	<b>CLASSIFICATION</b>
	<b>POSITION NO.</b> GENERIC
<b>TITLE</b> LECTURER CHILDREN'S SERVICES	
<b>SALARIES AGREEMENT/AWARD</b> <i>WESTERN AUSTRALIAN TAFE LECTURERS' GENERAL AGREEMENT 2008</i>	

**SECTION 2 - REPORTING RELATIONSHIPS**



Officers under <u>direct</u> responsibility		
Title:	Classification:	Number of FTE's under Supervision and Control:
		NIL

**SECTION 3 - KEY RESPONSIBILITIES**

State BRIEFLY the key responsibilities or prime function of the job.

<p>The Lecturer's primary role is to teach, facilitate learning, assess and mentor students in accordance with relevant curriculum and/or training package requirements.</p> <p>Lecturers also undertake "Professional Activities" and "Activities Related to Delivery".</p> <p>In order to maintain quality educational services, Lecturers are required to keep abreast of technological and other developments in their vocational field through professional development. This is to provide up-to-date information and advice to the College and industry, where appropriate.</p>
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**SECTION 4 - STATEMENT OF DUTIES**

**EFFECTIVE DATE OF DOCUMENT**  
 GENERIC 2008

<b>TITLE</b>	LECTURER CHILDRENS SERVICES	<b>CLASSIFICATION</b>	LECTURER	<b>POSITION NO.</b>	GENERIC
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**SUMMARY OF DUTIES TO BE PERFORMED**

<b>Details</b>			
	<p><b>The role of a Lecturer requires the performance of a range of lecturing, professional activities and activities relating to delivery, including, but not limited to, the following:</b></p> <p><b><u>LECTURING DUTIES (LD)</u></b></p> <ul style="list-style-type: none"> <li>▪ The delivery of quality education and training</li> <li>▪ Engaging students in the learning process</li> <li>▪ Workplace training and workplace assessment</li> </ul> <p><b>Lecturing may involve using a variety of:</b></p> <ul style="list-style-type: none"> <li>▪ Learning environments, including, but not limited to:                             <ul style="list-style-type: none"> <li>○ Classrooms</li> <li>○ Workshops</li> <li>○ Industry</li> <li>○ In the field</li> </ul> </li> <li>▪ Delivery strategies and methodologies</li> <li>▪ Appropriate delivery methods</li> </ul> <p><b><u>ACTIVITIES RELATING TO DELIVERY (ARD)</u></b></p> <p><b>Activities Relating to Delivery (ARD) are those duties that assist in the delivery of quality education and training within the Lecturer’s teaching program. ARD involves:</b></p> <ul style="list-style-type: none"> <li>▪ Planning</li> <li>▪ Preparation</li> <li>▪ Marking</li> <li>▪ Making professional decisions associated with the delivery and assessment of modules within the Lecturer’s teaching program</li> <li>▪ Other activities related to the delivery of training</li> </ul>		

	<p><b><u>PROFESSIONAL ACTIVITIES (PA)</u></b></p> <ul style="list-style-type: none"> <li>▪ Program advice to students and potential students</li> <li>▪ Specialist assistance to facilitate students' learning</li> <li>▪ Administration of students and resources</li> <li>▪ Recognition of Prior Learning (RPL) assessment</li> <li>▪ Development and maintenance of educational/training programs and learning resources</li> <li>▪ Implementation of new technologies and techniques</li> <li>▪ Identification of industry/community requirements in relation to delivery of programs</li> <li>▪ Participation in the conduct of training needs analysis and skills audits</li> <li>▪ Identification of professional development needs</li> <li>▪ Identification of resource needs</li> <li>▪ Membership of committees and networking within the College and industry</li> <li>▪ Undertake professional development, including return to industry</li> <li>▪ Or as otherwise agreed</li> </ul>		
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TITLE	LECTURER- CHILDREN'S SERVICES	CLASSIFICATION Lecturer	POSITION NO. GENERIC 2008
<b>EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE</b>			
<b>ESSENTIAL:</b>			
Able to demonstrate:			
<ul style="list-style-type: none"> <li data-bbox="108 405 1394 456">▪ Current technical knowledge and competencies in the industrial vocation or professional field relevant to the advertised position. <i>In this case, Children's Services – Early childhood education and care</i></li> <li data-bbox="108 524 1469 575">▪ At least 5 years of vocational and/or lecturing experience relevant to the industrial vocation or professional field relevant to the advertised position. <i>In this case, Children's Services – Early childhood education and care</i></li> <li data-bbox="108 642 740 665">▪ Well developed written and verbal communication skills.</li> <li data-bbox="108 692 1070 714">▪ Well developed organisational skills, including the ability to work in a team environment.</li> <li data-bbox="108 741 1086 763">▪ Demonstrated ability to facilitate and encourage learning using several modes of delivery.</li> <li data-bbox="108 790 608 813">▪ Demonstrated initiative and self motivation.</li> <li data-bbox="108 840 1422 891">▪ Ability to demonstrate an understanding of Equal Opportunity principles and develop appropriate strategies to incorporate these into the learning environment.</li> <li data-bbox="108 913 1390 936">▪ Understanding of and experience using information technology (including word processing, internet and spreadsheets).</li> <li data-bbox="108 963 804 985">▪ Willingness to travel and deliver program to remote locations.</li> </ul>			
<b><u>MINIMUM QUALIFICATIONS</u></b>			
<ul style="list-style-type: none"> <li data-bbox="108 1142 1469 1249">▪ It is preferred that applicants already possess a Certificate IV in Training and Assessment (or a higher recognised teaching qualification) or can demonstrate progression towards Certificate IV in Training and Assessment. However, applicants without the above are still eligible to apply but must obtain the Certificate IV in Training and Assessment within their first 2 years of employment.</li> <li data-bbox="108 1272 1422 1323">▪ Relevant Tertiary/Industry/Trade Qualification and/or any required licence or registration necessary to perform the role as determined by the College.</li> <li data-bbox="108 1346 1445 1397">▪ In this case, Advanced Diploma in Children's Services (Early childhood education and care) or Diploma with the intention of working towards Advanced Diploma</li> </ul>			
<b><u>DESIRABLE</u></b>			
<ul style="list-style-type: none"> <li data-bbox="108 1626 1469 1648">▪ Previous experience with Aboriginal people and/or Torres Strait Islanders in a learning, business, social or community context</li> </ul>			

**SECTION 6 - APPOINTMENT FACTORS****EFFECTIVE DATE OF DOCUMENT**  
GENERIC 2008

<b>TITLE</b>	LECTURER CHILDRENS SERVICES	<b>CLASSIFICATION</b>	<b>OFFICE NO.</b>	GENERIC
<b>LOCATION AND ACCOMMODATION</b> State location. If accommodation is available give details		<b>LOCATION</b> <b>SUBSIDISED ACCOMMODATION:</b> If available and subject to eligibility in either Kununurra, Wyndham or Halls Creek		
<b>ALLOWANCES/SPECIAL CONDITIONS</b> State allowances and conditions applicable		District Allowance Country Incentives Allowances (Broome, Kununurra & Derby) Differential Salary Location Allowances (Fitzroy Crossing, Halls Creek & Wyndham) Air-conditioning subsidy in terms of GROH Policy Annual Leave Travel Concession Others in terms of the Agreement		
<b>SPECIALISED EQUIPMENT OPERATED</b> Specify type of equipment, make and model, operated.		In line with the requirements of the program delivery area		

**SECTION 7 - CERTIFICATION**

- (i) The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the job.

MANAGING DIRECTOR

SIGNATURE \_\_\_\_\_

DATE