



Job Description Principal Lecturer

Position Number:	Various	FTE:	1.0
Division	Training Services	Agreement/Award:	Teachers (Public Sector TAFE) Award 1993; and WA TAFE Lecturers General Agreement 2023 or as replaced
Branch:	Various		
Location:	Various		

Reporting Relationships

Executive Director, Level 9

Other officers reporting to the above office:

Portfolio Managers

This Office – officers under direct responsibility

Nil

Key Role Statement

During the performance of their normal lecturing role, a Principal Lecturer focuses upon leadership and qualitative improvement in educational processes and programs. A Principal Lecturer is expected to have outstanding skills and qualities in education delivery with a focus on quality teaching and learning.

The Principal Lecturer is a teaching position and is expected to provide college or system wide educational leadership. The Principal Lecturer has industrial leadership responsibilities, which relate directly to the education process, including curriculum, teaching initiatives and industry liaison.

Key Responsibilities

- During the performance of their normal lecturing duties, a Principal Lecturer provides highly developed educational leadership with a quality teaching and learning focus which includes:
 - classroom practice;
 - curriculum development;
 - alternative learning strategies;
 - promotion of programs, including the provision of vocational education and course advice to students, industry, and the community;
 - development/performance of skills analysis for industry; and
 - induction, mentoring and training of lecturers.
 - 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:
 - Lecturing Duties - the delivery of quality education and training using a variety of learning environments, delivery strategies and delivery methods.
 - Professional Activities (PA) – program advice, development and maintenance of training programs and learning resources, leading the implementation of new technologies and techniques, the identification of industry/community requirements in relation to delivery of programs, and leading the development of quality documentation that meets standards and legislative requirements.
 - Activities Related to Delivery (ARD) – duties that assist in the delivery of quality education and training within the lecturer's own teaching program. This may include planning, preparation, marking and making professional decisions associated with the delivery and assessment of modules within the lecturer's own teaching program.
 - Deliver programs that meet specified learning outcomes within the lecturer's range of competence.
 - Ensure a customer focused approach in the discharge of duties.
 - Work within the conditions established under the prevailing Acts, Agreements and Award provisions.
 - Work within and contribute to a team environment.
 - Comply with Equal Opportunity policies and legislation requirements including actively participating to ensure a harassment free working/learning environment.
 - Exercise due duty of care in dealings with students, clients, and other staff members.
 - Comply with College safety requirements, policy, and practices.
 - Undertake appropriate staff development to maintain currency of knowledge and skills in areas of expertise.
 - Acts with the highest standard of honesty and integrity demonstrating behaviour and decision-making in line with the Public Sector Code of Ethics, SM TAFE Values, and the Staff Code of Conduct.
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Key Responsibilities cont.

- Takes all reasonable care for the safety, health and wellbeing of self and others by adhering to all applicable work health and safety legislation, policies, and procedures.
- Demonstrates the behaviours detailed in the Public Sector Commission's - Leadership Expectations.
- Be based at any of the College campuses as required.

Selection Criteria**Minimum Qualifications**

1. Higher teaching qualification (Bachelor's Degree, Graduate Dip, Masters).
2. Vocation qualification.
3. Any required license or registration necessary to perform the position.
4. It is preferred that applicants already possess a Certificate IV in Training and Assessment (or higher recognised teaching qualification) or can demonstrate progression towards the 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 consistent with the provisions of Clause 86 Training and Lecturing Qualifications and Clause 31 Progression of the General Agreement.

Essential

5. At least five years of teaching experience.
6. Able to demonstrate educational leadership in the development & implementation of curriculum across program areas.
7. Demonstrated significant educational leadership in professional practice in the following areas:
 - teaching methodology;
 - student assessment;
 - program evaluation; and
 - educational innovation.
8. Demonstrated leadership within the defined area of expertise in relation to:
 - maintaining close liaison with industry, professional and other appropriate groups;
 - promulgating advice and information in current trends in the area; and
 - representing the area on college state and interstate committees and working groups.
9. Demonstrated outstanding performance.
10. Understanding of equal opportunity policies and development of appropriate strategies to incorporate these principles into the learning environment.

Please note, other essential or desirable criteria may be agreed between the parties to the General Agreement.

Other Requirements

- A current Working with Children Check.
- A Department of Education Nationally Coordinated Criminal History Check.

CERTIFICATION

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Business Unit Manager		Managing Director	
Name:		Name:	
Signature:		Signature:	
Date:		Date:	