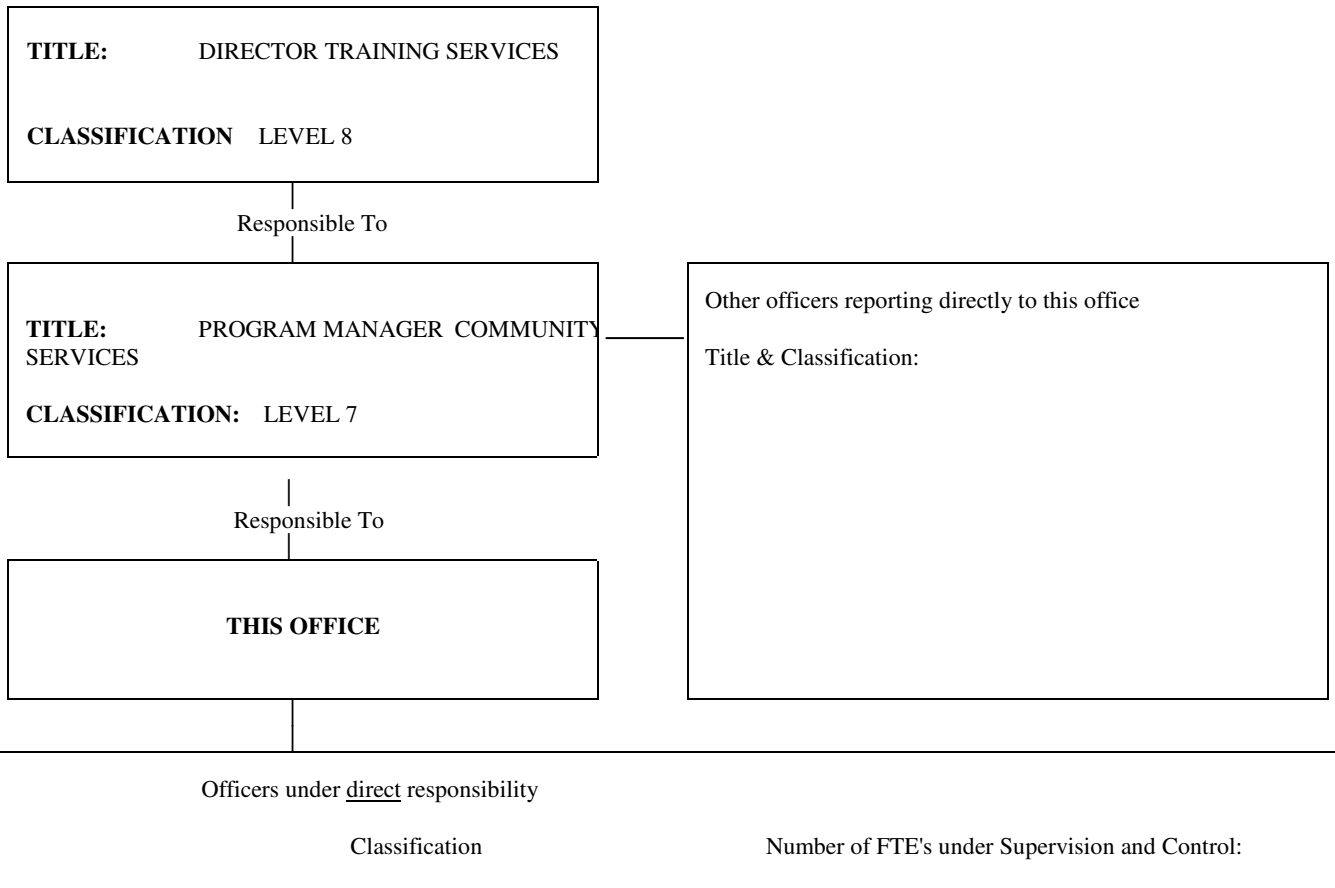


JOB DESCRIPTION FORM

SECTION 1 - OFFICE IDENTIFICATION

ORGANISATION CHALLENGER TAFE	CLASSIFICATION Lecturer	EFFECTIVE DATE OF DOCUMENT
DIVISION TRAINING SERVICES	OFFICE NO. P003337	
BRANCH HOSPITALITY & HUMAN SERVICES	TITLE LECTURER EDUCATION	
SECTIONS COMMUNITY SERVICES	SALARIES AGREEMENT/AWARD Western Australian TAFE Lecturer's General Agreement 2008	

SECTION 2 - REPORTING RELATIONSHIPS



SECTION 3 - KEY RESPONSIBILITIES

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

Teach, facilitate learning, assess and mentor students in accordance with relevant curriculum and/or training package requirements. Keep abreast of technological and other developments in their field through professional development to provide up-to-date information and advice to the College and industry where appropriate.
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SECTION 4 – STATEMENT OF DUTIES

EFFECTIVE DATE OF DOCUMENT

TITLE	LECTURER EDUCATION	CLASSIFICATION	Lecturer	OFFICE No.	P003337
BRIEF SUMMARY OF DUTIES TO BE PERFORMED LISTED IN DESCENDING ORDER OF IMPORTANCE					
Duty No	Details			Freq	%
	<p>The role of a Lecturer requires the performance of a range of lecturing, professional duties and activities relating to delivery, including but not limited to:</p> <p>Lecturing Duties Lecturing duties involve:</p> <ul style="list-style-type: none"> • The delivery of quality education and training. • Engaging students in the learning processes. • Workplace training and workplace assessment. <p>Lecturing may involve using a variety of:</p> <ul style="list-style-type: none"> • Learning environments, including but not limited to: <ul style="list-style-type: none"> ○ Classrooms, ○ Workshops, ○ Industry, ○ In the field • Delivery strategies and methodologies • Appropriate delivery methods <p>Professional Activities (PA)</p> <ul style="list-style-type: none"> • Program advice to students and potential students. • Specialist assistance to facilitate students' learning. • Administration of students and resources. • Recognition of Prior Learning (RPL) assessment. • Development and maintenance of educational/training programs and learning resources. • Implementation of new technologies and techniques. • Identification of industry/community requirements in relation to delivery of programs. • Participation in the conduct of training needs analysis and skills audits. • Identification of professional development needs. • Identification of resource needs. • Membership of committees and networking within the College and industry. • Undertake professional development, including return to industry. • Or as otherwise agreed. <p>Activities Related to Delivery (ARD) Activities Related to Delivery are those activities that assist in the delivery of quality education and training within the lecturer's own teaching program.</p> <p>ARD involves:</p> <ul style="list-style-type: none"> • Planning • Preparation • Marking • Making professional decisions associated with the delivery and assessment of modules within the lecturer's own teaching program. • Other activities related to the delivery of training. 				

FREQUENCY: D - Daily; W - Weekly; F - Fortnightly; R - Regularly; O - Occasionally; A - Annually.

SECTION 5 - SELECTION CRITERIA

EFFECTIVE DATE OF DOCUMENT

TITLE	LECTURER EDUCATION	CLASSIFICATION Lecturer	OFFICE NO. P003337
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EACH CRITERION TO SPECIFY WHETHER ESSENTIAL OR DESIRABLE

RELEVANT SKILLS & ABILITIES

Able to demonstrate:

ESSENTIAL:

- Current technical knowledge and competencies in primary school teaching
- At least 5 years of vocational or lecturing experience relevant to primary school teaching
- Well developed written and verbal communication skills
- Well developed organisational skills, including the ability to work in a team environment
- Demonstrated ability to facilitate and encourage learning using several modes of delivery
- Demonstrated initiative and self motivation
- Ability to demonstrate an understanding of Equal Opportunity principles and develop appropriate strategies to incorporate these into the learning environment
- Understanding of and experience using information technology (e.g. word processing, internet and spreadsheets)

Minimum Qualifications

- It is preferred that applicants already possess a Certificate IV in Training & Assessment (or higher recognised teaching qualification) or can demonstrate progression towards the Certificate IV in Training & Assessment. However, applicants without the above are still eligible to apply but must obtain the Certificate IV in Training & Assessment within their first 2 years of employment
- Relevant Tertiary/Industry/Trade Qualification: Bachelor of Education or equivalent or higher that is recognised by WA regulation as meeting the requirements for a qualified primary school teacher.

Desirable

- The ability to teach in other community services areas.

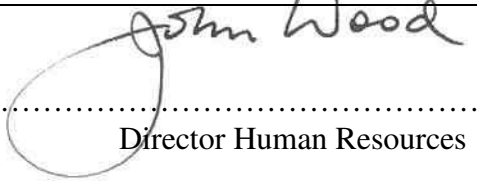
SECTION 6 - APPOINTMENT FACTORS

EFFECTIVE DATE OF DOCUMENT

TITLE	LECTURER EDUCATION	CLASSIFICATION Lecturer	OFFICE NO. P003337
LOCATION AND ACCOMMODATION State location. If accommodation is available give details such as department/GEHA, free/rental, etc.		LOCATION CHALLENGER TAFE ACCOMMODATION Nil	
ALLOWANCES/SPECIAL CONDITIONS State allowances and conditions applicable			
SPECIALISED EQUIPMENT OPERATED Specify type of equipment, make and model, operated.			

Certification

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

 Director Human Resources 3 June 2009
