



Job Description Form

Department of Justice Purpose

To provide a safe, secure and decent corrective services which contribute to community safety and reduced offenders' involvement in the justice system.

Position Title <i>Vocational Teacher</i>		Special Conditions Working With Children (WWC) Check
Effective Date December 2014	Position Number Generic	Level 2.1 – 2.5
Division Youth Justice Services	Directorate Youth Justice Services	Branch Youth Education Services

Divisional Outcomes

Reduce offending, protection of the community, and guidance of offenders towards the adoption of law abiding lifestyles.

Directorate Outputs

Young people who offend managed in the community.
Young people who offend managed in custody.
Prevention and diversion services.
Intervention services.
Victim services.

Branch Outputs

Group and individual classroom and vocational management and teaching of young offenders in detention. The provision of educational service and advice to families, young offenders, and to Department staff who work with young offenders in the community.

Role of the Position

The primary role of the position is to teach young people at educational risk, who are at all levels of ability and experience, from 10-18 years old in training workshops or training areas in the Youth Detention Centre. The position develops and utilises individual learning plans and group education programs. The role includes educational assessment; record management and reporting; moderation; and asset and resource management.

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Responsibilities of this Position

Vocational Workshop Management, Supervision and Teaching Young People

Teaches and facilitates learning through individual learning plans; with groups of students; and through centre activities.

Develops and implements appropriate workshop/ vocational literacy and numeracy strategies for individual students.

Maintains safety and security of students and staff through close and proactive supervision.

Monitors and responds to the learning needs of students in a manner suited to culture, gender and developmental needs.

Contributes to and participates in centre activities. (e.g. Sport Carnivals, Family Day, NAIDOC Day etc)

Participates in and assists with organisation and coordination of whole centre activities.

Maintains good classroom management, control and supervision.

Models appropriate behaviour and respects young people and colleagues in line with the principles of natural justice.

Implements and maintains individual learning plans for each student in line with school curriculum and school outcomes.

Develops class programs for whole class activities in line with school curriculum and school outcomes.

Continuous Improvement

Participates in professional and personal development to improve the quality of education services to students in the centre.

Undertakes professional reading and professional and industry development.

Maintains links with professional bodies appropriate to vocational area.

Participates and contributes to an innovative workplace.

Resource Management, Maintenance and Development

Manages and maintains workshop and centre resources.

Manages workshop budget.

Maintains inventory of all workshop equipment and resources and keeps for security purposes a daily inventory of equipment for students' use.

Regularly accounts for all centre and workshop equipment and resources.

Information Management

Gathers information and reports daily on individual learning plans using Education Centre format as required.

Gathers information and reports on individual learning plans as required.

Provides incident reports as required.

Meetings

Attends weekly Education Centre meetings as required.

Attends moderation meetings as required.

Policies and Procedures

Complies with requirements of internal Education Policy.

Demonstrates ethical behaviour in accordance with relevant standards, values and policies.

Equity, Diversity and Occupational Safety and Health

Applies the principles of equity, diversity, occupational safety and health in the workplace and behaves in accordance with relevant standards, values and policies.

Other

Other duties as directed.

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Work related requirements (Selection Criteria)	Context within which criteria will be applied and/or general standard expected
<u>ESSENTIAL</u>	
1. Qualifications.	<p>Possessing a tertiary teaching qualification in secondary Design and Technical education with industry links and/or experience.</p> <p style="text-align: center;">OR</p> <p>Possessing a Certificate IV in Training and Assessment.</p> <p style="text-align: center;">OR</p> <p>Possessing equivalent competencies to a Certificate IV in Training and Assessment.</p>
2. Ability to teach, supervise and manage young people.	<p>Teaching in a multi-age and multi-ability workshop or vocational classroom. Teaching literacy and numeracy in the context of a workshop or vocational classroom. Focussing on the achievement and improvement of every student. Assessing, reporting on and monitoring student progress within the context of a program or curriculum.</p>
3. Communication and interpersonal skills.	<p>Utilising written skills to report on young people and to use the curriculum effectively. Communicating with young people according to their developmental, gender and cultural needs. Working in and contributing to a positive and professional multi-disciplinary team.</p>
4. Resource management skills.	<p>Organising a workshop and workshop assets to meet occupational safety and health standards. Developing, maintaining and reporting on the workshop budget.</p>
5. Eligibility.	<p>This position is identified under section 6 of the <i>Working with Children (Criminal Record Checking) Act 2004</i> as "Child Related Work". Applicants must have a current working with children check, or successfully apply for one, to be eligible for appointment to this position.</p>
<p>(NOTE: When applying for vacant positions, applicants are required to address the Work Related Requirements in the left-hand column only. The context and standards only provide general guidelines within which the Work Related Requirements will be applied).</p>	

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Reporting Relationships

Title
Principal – Youth Education Services
Classification
Specified Callings 4

Responsible to

Title
Deputy Principal – Youth Education Services
Classification
Specified Callings 3

Responsible to

This office

Other offices reporting to this office

Title and classification

Vocational Teachers
Classroom Teachers

Offices under direct responsibility

Title	Classification	Number of FTEs supervised and controlled
Nil		

Location and Accommodation

Location
Banksia Hill Detention Centre, Warton Road, Canning Vale

Accommodation
N/A

Allowances / Special Conditions

The Contract of Employment specifies conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

Delegated Authority Approval

Signature	
Date	/ /