



## Casual ITAS Tutor

### Position Details

Position Number: 30000

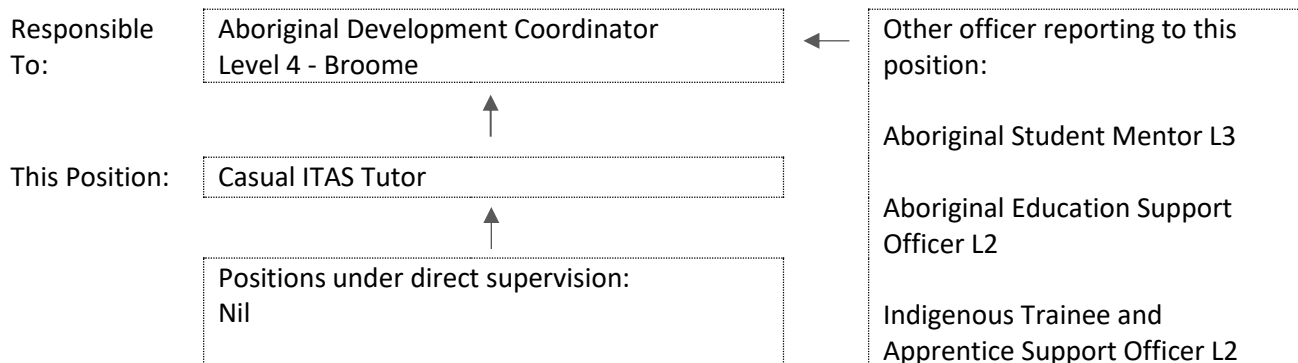
Classification: Casual Level 4

Award/Agreement: Western Australian TAFE Lecturers Agreement

Directorate: Organisational Services

Location: Various

### Reporting Relationships



### Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

### Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

This position is responsible for assisting students with identified language, literacy, numeracy and digital (LLND) support needs through the Indigenousness Tutor Scheme to fully participate in the learning environment and successfully complete training and assessment requirements for Profile delivered training.

## Position Responsibilities

- Provide one on one or small group setting student learning support, taking into account barriers to learning identified in referral and subsequent processes, ensuring appropriate regard for Work Health and Safety requirements, College policies and professional boundaries.
- Identify and implement effective working practices with students including clarifying information, practicing tasks as directed by lecturers, assisting with access to adaptive and assistive technology and appropriate learning resources, and any other tasks as determined by a student's vocational training needs.
- Maintain student records including factual notes regarding learning support delivered and/or needed by students, and where required seek guidance and assistance to address needs.
- Where required, take and provide notes for students in a suitable format to support learning, and/or produce and deliver scanned or re-formatted documents or information in a preferred accessible format to meet the required standards.
- Work collaboratively with other College staff including Aboriginal Training Services staff, to support the learning needs of individual students LLND needs.
- Perform other duties as required and as directed by the Aboriginal Development Coordinator or Manager Aboriginal Training Services.

*The occupant of this position will be expected to comply with and demonstrate a positive commitment to Equity and Diversity, Occupational Safety & Health, Public Sector Standards and College Code of Conduct*

## Selection Criteria

### Essential

1. Preferred Aboriginality or can display cultural awareness and or competency working with Aboriginal people.
2. Good interpersonal and communication skills, including proven experience working effectively with Aboriginal people and communities.
3. Sound administrative skills and significant experience working with the Microsoft Office suite of products (including Word, Excel, Outlook and others).
4. Good communication and interpersonal skills and a demonstrated ability to work with students and staff in a sensitive, inclusive and professional manner, ensuring boundaries are observed and client confidentiality is maintained.
5. Demonstrated ability to work effectively as an individual and as part of a team, while adhering to Government and organizational policies and procedures



## Other Requirements

May be required to work any College Campus

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## Appointment Factors

**Location:** North Regional TAFE Campus

**Accommodation:** Not applicable

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

## Special Conditions

### National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

### Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

### Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.


## Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations  
Vocational Education and Training Act (1996)  
Public Sector Code of Ethics  
North Regional TAFE's Code of Conduct  
Equal Opportunity Act (1984)  
Work Health and Safety Act (2020)  
Internet Terms and Conditions of Use  
Employee Software and Compliance Statement  
North Regional TAFE policies and procedures

## CERTIFICATION

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

Employee		Managing Director	
Name:		Name:	Chantal Adams
Signature		Signature	
Date:		Date:	21/02/2024



Government of **Western Australia**  
North Regional **TAFE**