Role Description
Intensive Learning Centre Teacher

NSW GOVERNMENT | Justice

Cluster	Justice
Agency	Justice
Division/Branch/Unit	Corrective Services NSW (CSNSW), Offender Management and Programs / Corrective Services Industries (CSI), Adult Education and Vocational Training Institute (AEVTI)
Location	Various
Classification/Grade/Band	Teacher
Role Number	Various
ANZSCO Code	242211
PCAT Code	1119192
Date of Approval	2 August 2016
Agency Website	http://www.justice.nsw.gov.au/corrective-services

Primary purpose of the role

Plan, develop, deliver and evaluate courses which meet the requirements of accredited courses and training packages to achieve the highest levels of program delivery in accordance with CSNSW policy, procedures and standards to contribute to the reduction of re-offending and increased community safety.

Key accountabilities

- Implement education assessment and planning processes to determine offender participation in appropriate education programs and services.
- Conduct classes (for 20 hours per week – reduced on pro-rata basis for part-time employees) with offenders which are contextualised to meet the leaning needs, styles and interests of offenders under the principles of adult learning.
- Develop course outlines, lesson plans and teaching and assessment resources for the delivery of courses which meet the requirements of accredited course and training package qualifications.
- Participate in evaluation processes of courses including validation and moderation of assessment.
- Maintain administrative duties related to teaching including recording of offender participation, progress and achievement in accordance with established systems and processes.
- Contribute to offender case management by providing support and advice to inmates on education and employment pathways, by providing regular reports on inmate learning progress and achievement and by participating in centre Induction and Case Management Review committees.

Key challenges

- Implementing timely changes to course delivery and content in response to changing organisational expectations and the correctional centre operations.
- Maintaining ethical practices in a dynamic and challenging environment.

Key relationships

Who	Why
Internal	
Manager of Industries	• Administrative supervision and direction at a local level.
Education Operations Development Officer	• Professional direction on curriculum, resources and related policy and procedure.

Role dimensions

Decision making

The Teacher will work as part of a team to develop courses and learning materials to meet identified learner needs.

Reporting line

Administratively to the Manager of Industries

(Professionally to the Education Operations Development Officer.)

Essential requirements

A qualification in education as outlined in the Crown Employees (Education Employees Department of Justice – Corrective Services NSW) Award and a Certificate IV in workplace assessment or equivalent. The qualification will include subjects in the learning area of literacy and numeracy. .

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	**Adept**
	Value Diversity	Foundational
Relationships	**Communicate Effectively**	**Adept**
	Commit to Customer Service	Intermediate
	Work Collaboratively	**Intermediate**
	Influence and Negotiate	Intermediate
Results	Deliver Results	Intermediate
	Plan and Prioritise	**Intermediate**
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
Business Enablers	Finance	Foundational
	Technology	**Intermediate**
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	**Level**	**Behavioural Indicators**
Personal Attributes Manage Self	Adept	• Look for and take advantage of opportunities to learn new skills and develop strengths • Show commitment to achieving challenging goals • Examine and reflect on own performance • Seek and respond positively to constructive feedback and guidance • Demonstrate a high level of personal motivation
Relationships Communicate Effectively	Adept	• Tailor communication to the audience • Clearly explain complex concepts and arguments to individuals and groups • Monitor own and others' non-verbal cues and adapt where necessary • Create opportunities for others to be heard • Actively listen to others and clarify own understanding

Group and Capability	Level	Behavioural Indicators
		• Write fluently in a range of styles and formats
Relationships Work Collaboratively	Intermediate	• Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Plan and Prioritise	Intermediate	• Understand the team/unit objectives and align operational activities accordingly • Initiate, and develop team goals and plans and use feedback to inform future planning • Respond proactively to changing circumstances and adjust plans and schedules when necessary • Consider the implications of immediate and longer term organisational issues and how these might impact on the achievement of team/unit goals • Accommodate and respond with initiative to changing priorities and operating environments
Business Enablers Technology	Intermediate	• Apply computer applications that enable performance of more complex tasks • Apply practical skills in the use of relevant technology • Make effective use of records, information and knowledge management functions and systems • Understand and comply with information and communications security and acceptable use policies • Support the implementation of systems improvement initiatives and the introduction and roll-out of new technologies

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