

# Role Description

## Head Teacher (VET, HIGHER EDUCATION)



Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Student Experience Group/Skills Team
Position Description no	10023-01
Classification/Grade/Band	Head Teacher Band 1/Head Teacher Band 2
Senior executive work level standards	Not Applicable
ANZSCO Code	242211
PCAT Code	1119192
Date of Approval	February 2024
Agency Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>

### Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

### Key accountabilities

The Head Teacher is to:

1. Perform the teaching role in a most effective manner.
2. Ensure the maintenance of proper standards of education in the section, including:
  - a. effective recruitment of part-time staff;
  - b. induction and professional development of all staff;
  - c. ensuring effective student assessment practices and reporting are implemented;
  - d. liaison with the community, industry, learning locations, SkillsPoints and Skills Teams on matters relating to curriculum, methods, resources and student services.
3. Contribute to the development of teaching methods and resources and student assessment procedures.
4. Provide guidance and assistance to staff on educational and administrative issues and career development and maintain staff relations conducive to a productive work environment.

5. Liaise with other sections of the delivery area and learning location to ensure effective educational service to students and the community.
6. Plan, disseminate information and establish controls to ensure the efficient and effective acquisition and use of staff, accommodation, plant and equipment, and consumable stores to maintain a balance between student access and education standards.
7. Plan and implement educational programs and organise student enrolment arrangements.
8. Provide regular reports on and to the section as required.
9. Ensure the observance of appropriate safety, health, welfare, security and good housekeeping standards.
10. Comply with the requirements and regulations of appropriate legislation.
11. Advise and assist students to develop their educational programs and make them aware of the facilities the learning location provides.
12. Exercise all appropriate delegations of the position.
13. Ensure the principles of equal opportunity in education and employment are applied to all staff and students, including the prevention of overt and covert discriminatory practices.

## Essential requirements

1. Appropriate technical or professional qualifications, and vocational and/ or industrial experience, to be able to teach in one of the principal areas supervised by the head teacher position.
2. **For Head Teacher – VET:** Evidence of successful completion of an approved program of teacher education, or evidence of successful completion of an acceptable teaching qualification.
  - a. (AQF) Level 5 or higher qualification in Vocational Education and Training (VET)/ Adult Education OR
  - b. hold a TAE40116 or equivalent and commit to obtaining the AQF Level 5 or higher qualification within 18 months of employment.

**For Head Teacher – Higher Education:** Qualification in a relevant discipline at least one level higher than is awarded for the course of study, or equivalent relevant academic or professional or practice-based experience and expertise.

3. High level written and oral communication skills in English.
4. Demonstrated high level of teaching competence.
5. Thorough knowledge and technical expertise relevant to current teaching methods.
6. Demonstrated qualities in educational leadership.
7. Demonstrated capacity to lead and develop a team of professional staff members.
8. Demonstrated sound administrative skills, and ability to plan, manage and monitor financial, human and physical resources.
9. Demonstrated sound interpersonal, negotiation and teamwork skills.
10. Proven commitment to quality customer service.
11. Demonstrated ability to liaise effectively with industry and community to identify, plan and implement relevant courses and service.
12. Experience in setting work priorities, problem solving and meeting deadlines in a high workload environment.

*This Position Description incorporates pre-existing agreed Statement of Duties and Enterprise Agreement information with minor changes to reflect contemporary TAFE NSW language.*