

Role Description

Head Teacher Band 3



Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Student Experience Group/Skills Teams
Position Description no	10024-01
Classification/Grade/Band	Head Teacher Band 3
Senior executive work level standards	Not Applicable
ANZSCO Code	242211
PCAT Code	1119192
Date of Approval	January 2024
Agency Website	www.tafensw.edu.au

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 Roles and Responsibilities

The Head Teacher Band 3:

1. Provides active, innovative leadership across the educational process by guiding and enhancing the professional competence, educational standards, and program delivery to enable students to better achieve their outcomes.
2. Is responsible for driving change, improvements and innovation in educational practice, application of technology, and professional development and support.
3. May be required to teach from time to time but has no allocated teaching load.
4. Performs an educational leadership role. This may include some or all of the following, dependant on business needs:
 - a. Leads a team where there is significant growth opportunity or complexity of leadership
 - b. Works collaboratively including with other Head Teachers where appropriate, and Teachers to lead the formation of best practice in delivery teams.

- c. Leads the development of course offerings and teacher capabilities to meet challenges of significant new markets
- d. Acts as Discipline Expert to liaise with specified industry, plan a suite of new courses and develop capabilities to deliver.
- e. Drives the implementation of a major education and training innovation that impacts on practices of teaching staff.
- f. Facilitates excellence in cross-cultural educational delivery across an Institute.
- g. Leads workplace and industry focused delivery.
- h. Leads curriculum and product development.
- i. Develops and leads mentoring and coaching support processes.

Selection Requirements

1. To be considered for appointment to a Head Teacher Band 3 position the applicant must possess:
 - a. Appropriate technical or professional qualifications and vocational/industrial experience as determined necessary by TAFE NSW and as a minimum complying with the relevant regulatory requirements.
 - b. an educational qualification at the Diploma level or above, and demonstrate continued professional and leadership development; and
 - c. Post graduate qualification relating to:
 - i. Industry or technical (e.g. Diploma Building & Construction); or
 - ii. Educational Specialisation – assessment & evaluation; higher education; technology; flexible learning; or
 - iii. VET Pedagogy
2. Demonstrated high level educational leadership capabilities in VET teaching, learning and assessment practice.
3. Demonstrated current knowledge and skills in a relevant industry, discipline. professional practices and technologies.
4. Established and effective current links to industry and the community including demonstrated record of building and developing strategic networks, partnerships and alliances and a demonstrated ability to identify, plan and implement relevant courses and services.
5. High level understanding of current issues relating to the VET and/or higher education sector including policies and legislation and a demonstrated capacity to lead and develop a team of professional staff members and to undertake initiatives and incorporate successful outcomes into the teaching and learning environment.
6. Demonstrated experience in an educational environment at both a strategic and operational level with sound administrative skills, and ability to plan, manage and monitor financial, human and physical resources and experience in setting work priorities, problem solving and meeting deadlines in a high workload environment.
7. Demonstrated sound interpersonal, negotiation and teamwork skills and a proven commitment to quality customer service and high level written and oral communication skills in English.
8. Demonstrated ability to implement Equal Employment Opportunity (EEO), Ethical Practice, Ethnic Affairs Priorities Statements, Work Health and Safety (WHS) as they relate to the position.
9. Knowledge of and commitment to the Department's Aboriginal education and training policies

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