

# POSITION INFORMATION

## Temporary Teacher Beauty Wollongong West

**This is a temporary full time position until December 2020**

TAFE NSW is the largest provider of vocational education and training in the Riverina-Murray, Illawarra and South Coast regions and offers careers across a number of professional and educational roles.

**Closing Date for Applications Friday, 20 March 2020**

**All applications must be lodged online.**

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### Web sites

**TAFE NSW**

**Facebook**

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### CONTACTS

#### Contact Officer

For specific information regarding the roles and responsibilities of the position contact  
**Emma Cook, Head Teacher Beauty**, on **(02) 4222 2853** or email [emma.cook46@tafensw.edu.au](mailto:emma.cook46@tafensw.edu.au)

#### People and Safety

For further assistance please contact the Recruitment Officer on (02) 6058 2907 or email  
[RITRecruitmentRiverina@tafensw.edu.au](mailto:RITRecruitmentRiverina@tafensw.edu.au)

**TAFENSW.EDU.AU**



**TAFE<sup>NSW</sup>**

**Please note:**

- **All** applications must be submitted electronically on-line.
- **Applicants** MUST address the selection criteria and/or targeted questions.
- **Proof of Identity.** Applicants who are not already permanent employees of TAFE NSW will need to identify themselves to the selection panel if an interview is granted by way of; one form of photo identification (i.e. drivers licence or passport). Documents must be originals, photocopies are not acceptable.

If you are not attending a face to face interview you can have your proof of identity and qualifications (if relevant to the position) **certified by a JP or by a staff member at your local TAFE NSW Campus**. Please email the certified documents to the Hiring Manager.

- **Qualifications.** If the position you are applying for requires academic qualifications, certificates or licenses, original documents must be brought with you should you progress to the interview stage. These will be sighted and certified at interview stage.

If your qualifications are from overseas you should include copies of:

- All relevant qualifications, with English translations
- A statement of Australian equivalence for your qualification, a letter of recognition or result of testing from a recognised assessing, registering and/or licensing body
- Academic transcripts - Where translations or statements of equivalence cannot be provided, submit a copy of the original qualifications. If you don't have copies of your qualifications, you may submit a statutory declaration explaining the qualifications you have.

You can also obtain assistance from the following, State Training Services NSW Department of Education and Communities at <http://www.training.nsw.gov.au> or the National Office of Overseas Skills Recognition phone 1300 363 079 or at Australian Education International

- **A separate** application must be completed for each position.

## Temporary Teacher Beauty Wollongong West

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Total remuneration package valued to \$111,301 pa, including salary (\$84,664 - \$100,407), employer's contribution to superannuation and annual leave loading.

**DUTIES:** As listed in the Statement of Duties for Teachers.

### SELECTION CRITERIA

1. Diploma in Beauty Therapy.
2. Relevant and demonstrated current practical industry experience of at least 2 years post Diploma.
3. Minimum of two years teaching experience in the Beauty field.
4. **Certificate IV in Training and Assessment (TAE40116)**, or its successor  
**OR**
  - **Certificate IV in Training and Assessment (TAE40110)**, with the **additional units listed below; and** one of the following:
    - **TAE40110** Address adult language, literacy and numeracy skills or its successor or
    - **TAE40110A** Address adult language, literacy and numeracy skills and one of the following:
      - **TAE40110A** Design and develop assessment tools or its successor or
      - **TAE40110A** Design and develop assessment tools or
      - **TAE40110B** Design and develop assessment tools
5. High level written and verbal communication skills in English and proven ability to communicate effectively in a wide range of educational, industrial or community environments.
6. Demonstrated commitment to maintaining professional currency and commitment to quality customer services.
7. Demonstrated organisational skills applicable to an education setting and proven strengths in problem solving and change management.
8. The ability to utilise and integrate information technology in a teaching program.

### GENERAL

Applicants will be required to undergo a Trade Test.

You **must** provide a transcript of all relevant qualifications with your application and at interview so the panel can verify the above requirement.

**Overseas qualifications must be recognised in Australia as equivalent.**

## NSW TAFE COMMISSION

### STATEMENT OF DUTIES

DEPARTMENTAL TITLE:	Teacher
LOCATION:	Various
TITLE UNDER AWARD ON AGREEMENT:	TAFE Commission of NSW Teachers and Related Employees Enterprise Agreement 2016
REPORTS TO:	Head Teacher

A teacher is responsible to the Teacher-in-Charge, Head Teacher or Team Leader as appropriate. A Teacher is to:

**Perform** the teaching role in a most effective manner.

**Provide Assistance** in the development of curriculum, teaching methods and resources.

**Perform** those administrative duties associated with their teaching.

**Ensure** the observance of appropriate safety, health, welfare, security and good housekeeping standards.

**Comply** with the requirements and regulations of appropriate legislation.

**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.

**Be involved** in and assist as required within the corporate life of the campus

**Advise** and assist students to develop their educational programs and make them aware of the facilities the campus provides.

**Provide** advice and assistance to students, employers and members of the community and generally promote technical and further education.

**Contribute** to the development and maintenance of the Institute ISO9001 quality systems and ensure compliance to Australian Quality Training Framework in areas of relevant responsibility.

# **The Role of the Teacher**

## **Introduction**

The role of the teacher is influenced by industrial, social, economic, technological and political developments that affect vocational education and training at local, state and national levels.

In redefining the role of the teacher it has been recognised that these and other changes in TAFE's operating environment will impact on the nature of teaching and learning.

## **The Role of the Teacher**

For the purposes of this report, the term teacher shall include a Teacher, Head Teacher or Teacher in Charge (TIC) undertaking teaching activities, as opposed to administrative/supervisory duties associated with a Head Teacher, Teacher in Charge or Section Head including special program coordinator and teacher/consultants.

The role of the TAFE teacher as a professional educator is to help, construct, guide and enhance the educative process. The teacher delivers educational programs and facilitates learning, enabling students to achieve their desired outcomes. The role of the teacher involves a broad range of activities which directly and indirectly support learning through the delivery of educational programs. These activities may include:

- providing appropriate variety and flexibility in educational practice;
- undertaking assessment and evaluation of learning outcomes;
- maintaining and developing professional relevance and expertise in educational and technical disciplines;
- contributing to decision making that affects the learning environment;
- liaising with local industry, other educational providers and the community to ensure that education and training are relevant and responsive to needs;
- complying with appropriate legislative requirements, organisational policies and promoting the principles of occupational health and safety, ethical practice and equal opportunity in a culturally diverse society;
- participating cooperatively in the development and implementation of agreed quality improvement processes by reflecting on experience, their own performance and an evaluation of processes and program outcomes.

## ADDITIONAL INFORMATION FOR TEMPORARY TEACHERS

For Temporary Teachers applications will be considered in order of priority as follows:

- (i) applicants who meet the service requirements to be considered as a “long serving part time casual teachers and/or Temporary Teachers” (as defined below) through service within South Region; then
- (ii) applicants who meet the service requirements to be considered as a “long serving part time casual teachers and/or Temporary Teachers” (as defined below), partly through service in South Region and partly through service in other TAFE NSW Regions; then
- (iii) applicants who meet the service requirements to be considered as a “long serving part time casual teachers and/or Temporary Teachers” (as defined below), through service in one TAFE NSW Region (other than South Region); then
- (iv) all other applicants, including external applicants

For the purpose of (i) to (iii) above, applicants will qualify as a “long serving part time casual teacher and/or Temporary Teacher” where they have worked as a part time casual and/or Temporary Teacher for 240 hours or more (on average) for two consecutive years or more, as at the closing date of application. Service must be rendered in the relevant Regions as specified (i) to (iii) above.”

Eligibility lists may be created to fill future vacancies. The eligibility lists remain valid for a period of up to 12 months.

**For further clarification regarding the filling process for Temporary Teachers please contact People and Safety on 02 6058 2920.**

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### **Certificate IV in Training and Assessment (TAE40110 or TAE40116)**

As a minimum teaching qualification, teachers must hold the **Certificate IV in Training and Assessment (TAE40116)**, or its successor

**OR**

**Certificate IV in Training and Assessment (TAE40110)**, with the **additional units listed below;**

**and** one of the following:

- ***TAE40111 Address adult language, literacy and numeracy skills or its successor or***
- ***TAE40116 Address adult language, literacy and numeracy skills***

**and** one of the following:

- ***TAE40116 Design and develop assessment tools or its successor or***
- ***TAE40116A Design and develop assessment tools or***
- ***TAE40116B Design and develop assessment tools***

[ASQA - Meeting trainer and assessor requirements/](#)

**You must provide a transcript of all relevant qualifications at interview so the panel can verify the above requirement.**