

EXTRACT

Schedule 2 – Classification Descriptors

Teacher Classification (L1 to L3.4)	Senior Educator 1 Classification	Education Manager 1 Classification	Education Manager 2 Classification	Education Manager 3 Classification
Classification context and task level				
<p>The Teacher classification encompasses duties and requirements applicable to new entrants into the Institute's teaching workforce and to experienced Teachers.</p> <p>Teachers classified as Teacher L1.1 and L.2 will generally be under close supervision and guidance of a Teacher L3.4 or above and their focus will generally be on working with students in a direct teaching role. The teaching function will develop with experience and more highly developed skills and knowledge.</p> <p>As Employees progress to the higher Teacher levels they take responsibility within assigned areas of work for preparing, conducting and assessing TAFE education programs. They assist Education Managers in a range of activities associated with the effective operation of TAFE education programs.</p> <p>Teaching roles will include planning and conducting teaching, conducting and evaluating assessment and pastoral care.</p> <p>In addition to the characteristics outlined in the "General Context and Task Level for Teachers and Education Managers", the requirements and typical functions of a Teacher are consistent with the following:</p>	<p>Employees appointed to this classification may supervise an organisational unit and/or may perform high level specialist educational functions.</p> <p>In addition to the provisions outlined in the descriptors for "General Context and Task Level for Teachers and Education Managers" and the "Teacher Classification (L1 to L3.4)", the requirements and typical functions of a Senior Educator 1 are consistent with the following:</p>	<p>Employees appointed to positions at this classification:</p> <ul style="list-style-type: none"> • Manage the educational and/or business activities and/or services of a large and complex organisational unit or units. • Play a major role with senior representatives of associated client groups and other key stakeholders. • Undertake a highly developed educational leadership role requiring extensive management and/or teaching skills. <p>In addition to the provisions outlined in the descriptors for "General Context and Task Level for Teachers and Education Managers" and the "Teacher Classification (L1 to L3.4)", and the "Senior Educator 1 Classification", the requirements and typical functions of a Education Manager 1` are consistent with the following:</p>	<p>Employees appointed to this classification:</p> <ul style="list-style-type: none"> • Are highly skilled educational leaders and managers who have acknowledged excellence in academic leadership and developing strategic directions. • Have significant educational and/or business focussed functions and responsibilities. • A strategic focus aimed at developing links within and external to the TAFE community, focusing on long-term staff projections and team developmental needs. <p>In addition to the provisions outlined in the descriptors for the "General Context and Task Level for Teachers and Education Managers", the "Teacher Classification (L1.1 to L3.4)" and the "Senior Educator 1 & Education Manager 1 Classifications", the requirements and typical functions of a Education Manager 2 are consistent with:</p>	<p>Employees appointed to this classification:</p> <ul style="list-style-type: none"> • Have significant educational and/or business focused functions and responsibilities at organisational and operational levels above Education Manager 1 and 2 levels. <p>In addition to the provisions outlined in the descriptors for the "General Context and Task Level for Teachers and Education Managers", the "Teacher Classification (L1.1 to L3.4)" and the "Senior Educator 1 & Education Manager 1 and 2 Classifications", the requirements and typical functions of an Education Manager 3 are consistent with:</p>

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Typical functions				
<ul style="list-style-type: none"> Assist others with program related administrative tasks. Assist team members with resource evaluation and moderation of standards leading towards interpretation of course materials. Provide assistance with staff induction. Provide advice and guidance within areas of specialist expertise. Assist in providing advice with team developmental needs Assist with counselling. Assist with staff selection. Determine instructional strategies. Coordinate student resources. Customize units and courses as appropriate to meet client needs. Liaise as appropriate with specialist inter Training Provider networks and learning communities. Conduct teaching programs. Establish and maintain a learning environment, including encouraging students to take responsibility for their own learning. Assist with diagnosing learning difficulties and identifying appropriate teaching strategies. * Assist in relation to the establishment, maintenance and review of teaching programs. 	<ul style="list-style-type: none"> Coordinate and supervise resources Manage a team of staff Manage the design, development, delivery and evaluation of innovative, customised, high quality vocational education and training. Induct staff. Coordinate administrative requirements. Produce tenders and submissions in conjunction with other Senior Educators and Teachers. Manage training needs analysis and skills audits for clients. Provide specialist skills as appropriate within the Institute, and the wider community in Victoria, nationally or internationally. Apply counselling skills as appropriate. Conduct applied research and prepare briefing papers on curriculum, teaching or management services as appropriate. Maintain program operations data as per audit requirements. Ensure graduation candidates are verified. Ensure student results are completed. Develop individualised self-paced learning materials. Develop and implement assessment systems. 	<ul style="list-style-type: none"> Lead the design, development, delivery and evaluation of innovative, customised, high quality vocational education and training responses for identified students and clients. Manage recruitment and selection of staff Manage induction process. Provide support and mentoring to team. Assist staff to identify professional development opportunities. Provide staff coaching and counselling. Propose and implement a range of programs/courses for future delivery together with other Education Managers and Teachers. Examine and make recommendations on alternative flexible delivery strategies. Initiate project development. Provide advice on improvements to records management systems. 	<ul style="list-style-type: none"> Responsible for projects that involve major change. Plan long-term resourcing needs. Provide support to team. Research and initiate continuous improvement strategies in delivery, assessment strategies, modes of learning and reporting. In conjunction with other Education Managers prepare and deliver professional development for Teachers. Make a significant contribution to teaching strategies and directions. Undertake a significant role in ensuring quality teaching recruitment, including induction. Significant contribution to the research, development and implementation of course for the education and/or professional development of teachers. 	<ul style="list-style-type: none"> Represents the organisation both internally and externally in a range of government and industry contexts both locally and internationally Takes a leadership role within the Institute through a range of activities including mentoring, management, leading innovative and strategic practices Contributes to the strategic planning processes of the Institute Communicates the Institute's strategic directions effectively within and without the Institute Applies regulatory requirements concerning Intellectual Property Participates in and manages complex negotiation and dispute resolution situations Reviews information, data and systems to make sound business and training decisions Designs, develops and customises e-learning resources to support the delivery of a range of qualifications Collaborates with other research organisations Manages and monitors the documentation of all reporting for quality and compliance purposes within the teaching department. Plans for, manages, monitors, and evaluates the development of learning resources in the program area Oversees the management of students in the online environment:

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				<ul style="list-style-type: none"> • Manages and monitors the human and physical resourcing of the department • Benchmarks programs • Leads the review of knowledge management systems • Participates in both state and national moderation and validation processes • Understands and applies project management principles
Judgement, problem solving, accountability and extent of authority				
<ul style="list-style-type: none"> • Provide basic pastoral care to students leading to more complex problem resolution. • Exercise judgment and initiative. • Supervise and guide entry level Teachers. • Work independently and in a team environment. • Plan and prioritise work schedule. • Set and achieve teaching objectives. • Manage the learning process, including student participation and preparation of student learning plans. • Refer learning difficulties • Take an active role in own professional development. • Provide authoritative advice to stakeholders in relation to learning needs of students and training needs of Employers. • Encourage and support innovative strategies. • Provide leadership in specialist areas within the teaching 	<ul style="list-style-type: none"> • Knowledge of problem solving strategies. • Coordinate and supervise a functional area of delivery through a range of activities including planning, budgeting, developing strategies, managing contracts and implementing policies. • Establish timetables/timelines. • Identify, negotiate and manage resource requirements. • Plan and implement/coordinate programs/projects. • Responsible for discretionary decision making relative to delegated budget. 	<ul style="list-style-type: none"> • Well-developed problem solving skills. • Manage resources and a team of staff providing services to students/commercial clients. • Manage a functional or specialist area of delivery. • Ability to lead and manage teaching programs. • Operate within operational autonomy. • Manage a budget. • Provide necessary resources for program maintenance and development. • Provide advice to Institute management on costing and resourcing implications of proposed programs. • Advise on cost effective delivery strategies. • Undertake responsibility for tenders and submissions. • Coordinate staffing and resources across a number of campuses within a discipline area and/or external to the Institute. 	<ul style="list-style-type: none"> • Demonstrated capacity to resolve complex problems. • Lead and manage large functional or specialist operations. • Provide academic leadership in the Institute and across the TAFE system. • Operate within a high degree of operational autonomy. • Lead and manage a complex team. • Manage staffing projections. • Evaluate team developmental needs including professional developmental plans and multi-skilling needs. • Manage a substantial budget. 	<ul style="list-style-type: none"> • Manages and monitors planning for teaching program delivery to ensure learning theories are applied to address a variety of learning styles • Designs, develops and customises e-learning resources to support the delivery of a range of qualifications • Collaborates with other research organisations • Manages and monitors the preparation of tenders for contracts • Manages staff, financial and capital resources to maintain a financially sustainable department • Conducts feasibility studies on proposed and existing commercial courses • Consults with and advises potential clients including students, business, industry or community groups on training products and services available • Manages contracts • Represents the Institute in broad range of external environments

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<p>department and across the Institute.</p> <ul style="list-style-type: none"> • Set priorities, plan and manage resources. • Trial and report on innovative delivery strategies. 				<ul style="list-style-type: none"> • Facilitates online accesses for commercial clients • Facilitates development of online content for commercial ventures • Mentors others in management and leadership of learning environment • Manages course resource needs • Responds to change innovatively and flexibly • Oversees and/or leads the development of online learning strategies for the use of <ul style="list-style-type: none"> » Online learning materials » Online learning platforms » Tools for online learning facilitation and assessment » Networks for online learning facilitation and assessment • Oversees and/or uses a wide range of formal and informal online technology to facilitate and assess qualifications • Manages and monitors departmental class resources • Maintains currency of learning and assessment materials including RPL and workplace assessment documentation • Leads teams in the research, use and application of a range of delivery and assessment strategies across teaching programs • Oversees and/or manages and monitors moderation processes for the department • Oversees and/or leads and manages validation processes for the department • Oversees and/or leads and manages reviews and evaluations

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				<p>of the departmental processes for continuous improvement in achievement of outcomes</p> <ul style="list-style-type: none"> Manages and monitors planning of schedules and resources for delivery and assessment
Organisational relationships and impact				
<ul style="list-style-type: none"> Consult and provide educational services under the direction of Senior Educators and Education Managers Provide a well-developed range of teaching strategies to TAFE students and other clients both within and external to the Institute. Communicate with course stakeholders as appropriate. Plan and conduct information sessions and student selection processes, as appropriate. Provide contact point for course content and student issues. Undertake a range of administrative, coordination, and learning services activities directly related to the areas taught. 	<ul style="list-style-type: none"> Contribute to the development of institute-wide educational and administrative policies and procedures. Provide advice and make submissions to internal and external stakeholders. Provision of professional advice and assistance to teaching staff and Institute clients on curriculum, educational or consultative service requirements for innovative and effective education and training which meets the needs of learners, their Employers and the community. The work may involve contractually negotiated industry, public sector, and community-based programs. Provide high-level professional advice and assistance to teaching staff and Institute clients. Represent the Institute or the TAFE system to external bodies. 	<ul style="list-style-type: none"> Develop institute-wide educational and administrative policies and procedures. Negotiate for internal and external resources. Play an active role in establishing and enhancing links with the greater community to further education in practice. Enable the efficient integration of delivery strategies across departmental boundaries. 	<ul style="list-style-type: none"> Negotiate extensively with Industry, Government and other stakeholders on matters that have significant, long term, operational impact. Lead the development, review and implementation of Institute strategic educational plans, initiatives and policies. Highly developed capacity to resolve complex conflict. Make a significant contribution to strategic directions. Investigate costings and resource implications for program areas and negotiate recommendations. Source funding, partnership delivery opportunities and other innovative opportunities. Promote and represent the department/Institute regionally and beyond, including with government bodies. Build networks within the wider community and source and develop future training needs. 	<ul style="list-style-type: none"> Has the responsibility for compliance with the regulatory framework within which VET programs are delivered Demonstrates knowledge and understanding of funding structure Demonstrates knowledge and understanding of key global, national and state drivers to inform decision making Demonstrates knowledge and understanding of principles of statistical analysis Demonstrates awareness of theoretical principles, processes and drivers relating to moral and ethical values which inform human behaviours such as: <ul style="list-style-type: none"> Decision making Critical thinking and analysis Modes of communication Means of conducting negotiation Group and individual dynamics Identifies and accesses sources of information for current literature and research on education and learning in the e-learning context Sources and accesses Higher Education Funding and research Demonstrates knowledge of awards and agreements Demonstrates comprehensive understanding and routine application of the AQTF2010 and

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				<p>the VRQA Guidelines for VET providers</p> <ul style="list-style-type: none"> • Demonstrates understanding and applies legal and regulatory requirements for the VET context • Identifies VET pedagogical support materials, frameworks and professional development pathways to assist colleagues in addressing skill gaps • Identifies and accesses sources of information for current literature and research on education and learning in the e-learning context • Sources and accesses Higher Education Funding and research • Manages and monitors project management frameworks • Understands and applies the principles and protocols of consultancy • Understands and applies market research principles • Identifies and accesses funding sources • Understands, applies and monitors legal and regulatory frameworks • Provides evidence of current industry relevant qualifications and training qualification as outlined by Training Packages • Demonstrates and applies current knowledge of federal and state regulatory requirements relevant to courses being overseen and delivered • Demonstrates current knowledge of broader VET issues in the area of delivery and assessment of qualifications

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				<ul style="list-style-type: none"> • Understands and applies advanced teaching methodology including consideration of <ul style="list-style-type: none"> » Global cultural differences » Future technologies and » Implementation strategies • Understands and applies AQF requirements for assessment moderation and validation • Understands, accesses and applies The Institute's processes in documenting and reporting of outcomes • Knowledge of e-learning, distance modes and systems
Specialist skills and knowledge				
<p>Specialist skills and knowledge</p> <ul style="list-style-type: none"> • Research, develop and improve TAFE curriculum and teaching and learning methods. • Develop teaching and learning strategies and materials. • Conduct student entry level assessment. • Research and prepare own teaching materials and for utilization across the Institute. • Adapt learning and assessment materials to cater for different students, learning environments, facilities and resources. • Develop leadership and mentoring skills. • Develop project and or research skills. • Moderate validation of outcomes. • Develop curriculum and/or consultative duties as appropriate. • Package accredited courses as identified. 	<p>Specialist skills and knowledge</p> <ul style="list-style-type: none"> • Knowledge of conflict resolution skills • Knowledge of negotiation strategies. • Demonstrated highly developed teaching skills. • Extensive knowledge and demonstrated skill of at least one teaching area. • Demonstrated understanding of the application of the full range of teaching methodologies, techniques and standards appropriate to subject areas within management/leadership role. • Keep abreast of and advise on current and emerging education trends. • Develop effective processes for the evaluation and validation of programs, systems and structures within or external to TAFE. • Develop and maintain quality control systems. 			

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<ul style="list-style-type: none"> Develop and design courses. 	<ul style="list-style-type: none"> Apply research, analytical and innovative skills. Apply extensive knowledge and experience in specialist expertise area/s. 			

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