Information Package

Part Time Casual Teacher Automotive Technology Light Vehicles

NEI/PTCT/12/036

Armidale Campus

Thank you for your interest in this position
This information package contains important information regarding the position and how to apply
Please read this package carefully before completing your application.

It is an offence for a person convicted of a serious sex offence or a registrable offence to apply for this position. Relevant screening checks will be conducted on all recommended applicants.

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1. Position Information

Position Title	Part Time Casual Teacher Automotive Technology Light Vehicles
Position Family	This position is a TAFE position
Engagement Type	Part Time Casual Teacher Suitability List
Classification	Part Time Casual Teacher
Location	Armidale Campus
Job Reference No	NEI/PTCT/12/036
Salary	$69.84 per hr
Enquiry Officer	Trevor Joyce – (02) 6773 7726
Closing Date	**4.00 pm Friday 8th June 2012**

Position Notes

1. Applicants who are currently on a TAFE NSW - New England Institute Part-Time Casual Teacher Suitability List for this specific classification, subject, course or unit of competence and who have been employed in the last two (2) years are not required to re-apply.

2. Placement on a Part-Time Casual Teacher Suitability List is not a guarantee of employment to a position. Recommended applicants are placed onto a current Suitability List for any possible future casual vacancies that may arise.

3. Prospective applicants may be required to undertake a Teacher Entrance Test (trade or skill test) as part of the merit selection process for this Suitability List.

4. Successful applicants will be placed on a Suitability List for casual or short term employment opportunities that may arise.

2. Selection Criteria

1. **Certificate IV in Training and Assessment or equivalent qualification.**

   In some cases, applicants without this minimum qualification will be considered for appointment as a part time casual teacher. Appointees would be required to work under the direct supervision of a person who has this qualification and may be required to gain this qualification after commencement

2. **Qualifications meeting the requirements for recognition as a tradesperson in AUTOMOTIVE MECHANICS.**

3 **Motor Vehicle Repair Industry Council Tradesman's Certificate as a Motor Mechanic**

4. **Five years relevant and current industrial experience after completion of tradesperson's qualifications.**

5. **Commitment and ability to facilitate learning in an adult environment**

6. **High level oral and written communication skills including IT skills**

7. **Demonstrated commitment to quality customer service**

8. **Demonstrated organisational skills and ability to work in a team environment**

3. Position Description / Statement of Duties

The duties of part-time casual teachers are essentially the same as a full-time teacher. As shown here:-

A teacher's recognised function is to impart knowledge to students and develop in them the skills stated in the syllabus. However, the teacher fulfils a much wider function than this, particularly the technical teacher, for he/she now represents what may be the last contact with formal education the majority of TAFE students will experience. In short, the teacher's task is to guide, to advise, to assist, to stimulate and to create a readiness to learn.

The teacher will seek to achieve these objectives by:-

1. Being familiar with the details of the current syllabi and, where considered necessary, recommending to his/her senior officer amendments to keep them up to date.

2. Preparing carefully all learning materials and lesson plans and ensuring best educational practices

3. Ensuring that all students admitted to classes have been properly enrolled

4. Measuring each student's progress and the effectiveness of teaching by regular and adequate testing

5. Insisting on a reasonable standard of conduct from students and setting a good example

6. Training students to be clean and tidy in the workshop and lecture room, to be economical in the use of material and to observe recognised safety-first practices.

7. Being punctual in attendance at classes and not leaving classes unless the circumstances are exceptional

8. Should the part time teacher's class fail to turn up to a planned session the teacher should remain in the classroom for a period of at lease 30 minutes, and as soon as possible advise the Head Teacher/Section Head of the circumstances

9. Safeguarding TAFE property and equipment and reporting any damage or breakage

10. Keeping abreast of modern developments in education and in his/her vocational area. If necessary, the teacher should attend appropriate courses to improve:-

    a. Technical knowledge and skills
    b. Teaching methods and techniques, your section head is available to help in this area

11. Keeping all necessary records up to date, neat and accurate and replying promptly to official communications

12. Taking an interest in the broader life of the Campus and co-operating with all members of the staff in extending the scope of technical and further education

13. Carrying out promptly any other duty as directed by the Head Teacher/Section Head or Faculty Manager

4. How to apply for a position and submit your application

It is important to read the entire Information Package before commencing your application. You are also encouraged to contact the enquiry officer to discuss the position.

Your application for the position should be concise and complete as it will be initially assessed on the information requested and provided by you. Of particular importance is your response to the position selection criteria (Section 3). You should read these carefully and demonstrate in your answer your qualifications, knowledge, skills and experience.

When you have completed your application, please refer back to this section and check off from the list below all essential documentation to be included

- ☐ **Job Application Form**, including reading and signing the **Consent to Employment Screening** and **Prohibited Employment Declaration** forms
- ☐ **Selection Criteria** – Section 2
- ☐ **Resume/Curriculum Vitae**
- ☐ **Certified copies of qualifications and academic transcripts** (if requested in the Selection Criteria)
- ☐ Any additional documentation you feel will support your application

Electronic submission of applications is preferred, however your application can be submitted via one of the following methods

- E-mail - neiapplications@tafensw.edu.au.
- Post - ensure that applications are marked "Confidential" and addressed to
  Recruitment Team
  Regional Human Resources
  TAFE NSW - New England Institute
  Janison Street
  Tamworth NSW 2340

  Applications received via post and TAFE applications (neiapplications@tafensw.edu.au), or in person will not be acknowledged unless you expressly request this.

  Applications should be stapled or clipped in the top left hand corner (please do not supply binders or folders)
- In person - you can deliver your application directly to Regional Human Resources at the above address (A Block).

Note Applications must be submitted by the advertised closing date/time.
It is important to contact the Recruitment Team, Regional Human Resources if you require an extension for a valid reason prior to the closing date. Your request will be assessed in consultation with the selection panel convenor. Please do not assume that you will be automatically granted an extension.

5. Additional Information

Child Protection
All positions within the Department of Education and Training - New England Region and TAFE NSW - New England Institute are governed by employment legislation, awards and departmental policy and procedures. Specifically, DET and NEI has been identified as a child-related employer and as such are managed by procedures that reflect the Department's legislative responsibilities and demonstrate its commitment to protect the safety and wellbeing of students and to support the work of employees working with children and young people in an educational setting.

Child Protection (Prohibited Employment) Act 1998
This Act aims to prevent a prohibited person from gaining or remaining in specific types of child-related employment. Under this Act

- It is mandatory for any person working in, or seeking to work in child-related employment, to declare that they are not a prohibited person (i.e. a person who has been convicted of a serious sex offence or a Registrable Person) by completing a Prohibited Employment Declaration before commencing work with children.
- It is an offence for a prohibited person to apply for, undertake or remain in child-related employment.

Commission for Children and Young People Act 1998
This Act establishes the Commission for Children and Young People as an independent organisation and sets out employment screening processes for people commencing paid child-related employment.
Employment screening is a formal process to assess a person's suitability to undertake work that involves contact with children where that contact is not directly supervised. It involves a national check for relevant criminal records and a check for relevant apprehended violence orders.

Interview Expenses
In some circumstances interview expenses will be paid for you to attend Institute locations for interview and testing.

Internal Applicants Permanent and temporary DET/TAFE staff; and Part-Time Casual Teachers, Special Programs Coordinators and Counsellors called for interview for full time positions are eligible for interview expenses.

External Applicants If applying for a permanent or temporary vacancy (for 12 months or more), expenses can be negotiated using the most economical form of transport.

Payment of expenses must be negotiated with Regional Human Resources prior to attending a trade test or interview, by email neirecruitment@tafensw.edu.au, or telephone (02) 6768 2046.

Health Assessments
Recommended applicants for permanent appointments are required to undertake a health assessment. There are different categories of health assessment, depending on the type of position. DET/TAFE will only be provided with advice on your fitness for the position - information you disclose at your assessment will remain confidential.

EEO Data (NSW Public Sector Workforce Profile Data Collection)
The Premier's Department maintains a public sector Workforce Profile by undertaking an annual collection of data about the characteristics of public sector employees. The Workforce Profile will assist decision-making, policy development, and workforce planning at sector and agency levels.

Confidentiality and Privacy The Premier's Department has developed formal arrangements to ensure that the Workforce Profile data are managed in accordance with the provisions of the *Privacy and Personal Information Protection Act 1998*.

If you prefer your data to be excluded from the Workforce Profile, or if you have any inquiries, please contact Human Resource Planning Unit on (02) 9561 8818 or (02) 9561 8310.