

Position Description

Position Title	Curriculum Coordinator
Portfolio	Education
Division	Education and Creative Arts
Department/Cost Centre	Senior Secondary Programs 03609
Classification	Teacher L3
Position Number/s	102979
Reporting to	Curriculum Education Manager
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Division Overview

The department of Education and Creative Arts (ECA) is responsible for the delivery of the VPC and VCE VM programs, Art & Design, Foundation and Disability programs, English as an Alternative Language, School Based Education Support, Early Childhood Education and Care, Professional Education, and the Literacy and Numeracy (LN) Support program across the Institute's campuses. The department has staff based at Warrnambool, Portland, Hamilton and Colac but may conduct programs in other regions.

The department supports the delivery of teaching and learning programs at SWTAFE, including the development and implementation of educational projects aligned with the strategic direction of the organisation in collaboration with our Industry and community partners. This will be achieved through the delivery of high-quality skills training that meet the current and emerging needs of the region.

Position Overview (Your Opportunity)

The Curriculum Coordinator plays a key role in shaping and delivering high-quality curriculum for the Senior Secondary Programs (SSP). This role supports the Curriculum Education Manager (CEM) in designing engaging, student-centred, project-based learning aligned with the Pillars of Applied Learning.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, as a delegated academic leader of the Department Education and Creative Arts, the Curriculum Co-Ordinator is accountable for the following duties.

Your Position

- Lead curriculum planning, development, and documentation to ensure alignment with VCAA, VRQA, ASQA, and SWTAFE policies and procedures.
- Collaborate with teaching staff to create learning tasks and sequences that reflect study design requirements.

Position Description

- Work with Moodle administrators and developers to ensure resources are effectively integrated into the LMS.
- Prepare and submit curriculum documentation for VCAA audits and support curriculum approval processes.
- Promote best teaching practices across Warrnambool, Hamilton, and Portland campuses, and assist in the development and mentoring of new staff.
- Organise professional development to support inclusive, current teaching practices.
- Embed Indigenous perspectives into curriculum through collaboration with the Manager of First Nations Student and Community Engagement.
- Teach VPC and/or VCE VM classes as required and act as internal relief teacher when needed.
- Monitor student attendance and progress, support teaching staff with student retention coordinate academic awards, and manage student retention and program delivery risks.
- Liaise with internal and external stakeholders to support educational outcomes and maintain industry relevance.
- Provide teaching support to cover teacher absences or as requested.
- Uphold organisational values, maintain confidentiality, and apply sound judgment in decision-making.
- The successful candidate must be VIT registered and committed to fostering a culturally safe, inclusive, and high-performing learning environment.

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
 - Seek guidance and support from the Manager when needed and act on advice appropriately.
 - Stay informed of industry developments and best practices relevant to the role.
 - Adhere to internal policies, procedures, and the organisational Code of Conduct.
 - Demonstrate organisational values consistently and contribute to a safe and healthy work environment.
 - Uphold access and equity principles in all work activities.
 - Actively participate in the Achievement Development Program (ADP) to support professional growth
- This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Strong understanding of VCE VM and VPC curriculum, with the ability to lead and support best practice in senior secondary teaching and learning.
- Demonstrated experience in leading educational change within a complex organisation.
- Proven leadership and teamwork skills, with up-to-date knowledge of problem based learning and the Pillars of Applied Learning.
- Ability to design and deliver flexible, student-focused programs using innovative methods and digital technologies.
- Experience promoting educational programs and supporting creative approaches to teaching and learning.
- Excellent communication and interpersonal skills, with the ability to build strong relationships with staff, students, community, and Indigenous organisations.
- High level of digital literacy and confidence using education technologies.

Qualifications and Requirements

Mandatory requirements

- Relevant degree in Secondary Education.
- Experience teaching VCE VM, or extensive knowledge of VCE VM and/or VPC curriculum.
- Current Victorian Institute of Teaching (VIT) registration.
- Valid Employee Working with Children Check and a satisfactory Police Check.
- Current Victorian driver's licence.

Highly desirable requirements

- Certificate IV in Training and Assessment
- Strong skills in Microsoft Office and relevant industry software.
- Background or studies in student wellbeing.

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with the Victorian TAFE Teaching Staff Agreement 2024
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Deb Boote	23/07/2025
Approved by	Department Executive Manager	Kathy Hall	23/07/2025
P&C review	People & Culture	Jenny Hearn	23/07/2025
Agreed by	Incumbent		