

Position Description

Position Title	Teacher
Portfolio	Education
Division	
Department/Cost Centre	
Classification	L3.1 – L3.5
Position Number/s	
Reporting to	Teaching 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 Gunditjmara, 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.

Portfolio Overview

The Education portfolio includes

- Building, Construction and Smart Technologies.
- Health and Community Services
- Industry, Land and Engineering
- Business, Food and Personal Services
- Education and Creative Arts

The divisions within this portfolio are committed to our vision of providing a lifetime of opportunity for all. We work in collaboration with industry, community partners and government stakeholders to establish exciting, innovative and collaborative projects that aim to meet the current and emerging employment needs of the region.

Our role is to provide education and training that enables students and our region to thrive through providing clear pathways that align to our students' ambitions, allowing them to achieve their reason for studying, and providing safe, accessible and supported learning.

We have bold aspirations to grow our student cohort as well as our partnerships with industry and community in line with our strategic plan, aiming to achieve best practice outcomes.

Position Overview (Your Opportunity)

The L3.1 Teacher provides high quality and innovative course materials and excellent teaching delivery to students. In addition to the teaching responsibilities of a qualified teacher at L1 and L2, teachers at this level are responsible for:

- Developing new resources and curriculum for new units and courses due to new training packages and updates
- Assisting in providing advice with team developmental needs
- Liaising as appropriate with specialist inter training provider networks and learning communities
- Encouraging and supporting innovative strategies
- Setting priorities, planning and managing resources
- Providing a well-developed range of teaching strategies to TAFE students and other clients both within and external to SWTAFE
- Developing teaching and learning strategies and materials

- Moderating and validation of outcomes
- Supervising and guiding trainee teachers and entry level teachers
- Mentoring entry level or above teachers
- Coordinating classes and student resources
- Undertaking applied research of course resources and teaching practices.
- Administering compliance documentation and ensuring educational and vocational currency and SWTAFE compliance requirements are met

A teacher undertaking an approved AQF6 teaching qualification and who has successfully completed 1/4 of the course requirements will undertake responsibilities of a qualified L3 teacher except:

- conducting curriculum /resources development for new units and courses due to training packages and updates is under supervision

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,

These accountabilities include but are not limited to:

Your Position

- Develop teaching and learning strategies and materials and undertake a range of administrative requirements related to a teaching role.
- Proactively support the efficient use of SWTAFE resources and meet student needs by increasing the use of blended learning options, workplace or offsite delivery and mobile technologies.
- Select, prepare and deliver appropriate teaching and learning materials, participate in the preparation and maintenance of teaching resources and learning materials, and ensure that effective learning is taking place under instruction and supervision.
- Design, evaluate, measure and judge using validated tools and processes to provide feedback on learner performance throughout the course against determined criteria.
- Develop high quality and current resources, teaching materials and assessments.
- Assess student work in a timely and consistent manner and providing constructive feedback.
- Adapt learning and assessment materials to cater for different students' needs, learning environments, facilities and resources.
- Contribute to a seamless student experience which supports ease of course enrolment and commencement for our students.
- Provide a student-centred learning experience that is accessible, engaging and high quality in support of life-long learning.
- Contribute to well-supported educational pathways for learning and participation in the workforce.
- Work with students to help them be ready for the demands of the evolving economy, encouraging personal responsibility for their learning journey.
- Provide educational pastoral care to students leading to more complex problem resolution, student counselling and consultation and referral to appropriate support services.
- Plan and conduct information sessions and student selection processes, as appropriate.
- Monitor learner progression and provide assistance to the students throughout their learning journey.
- Take a proactive approach to recognising situations that may put students, including students who are children, at risk.
- Create and maintain a safe and supportive learning environment.
- Comply with appropriate legislative requirements and organisational policies, including administering compliance documentation, record keeping and reporting.
- Develop new resources and curriculum for new units and courses due to new training packages and updates.
- Customise existing units of competency and courses, as appropriate to meet Industry needs.
- Undertake applied research of course resources and teaching practices.
- Develop high quality and current resources, teaching materials and assessments.
- Ensure teaching materials are accessible on central systems and meet audit compliance.
- Help transform teaching delivery and learning support programs to better meet individual student needs and SWTAFE's requirements.
- Continuously seek evaluation data to improve the performance of programs, learning materials, assessment tasks and educator performance.
- Ensure vocational currency and continuously improve professional practice by engaging with key stakeholders and professional teaching and community networks.

- Complete and maintain a SWTAFE profile outlining qualifications, experience, professional development and Industry currency related to each unit to be delivered.
- Assist the Education Partners team with new teacher inductions.
- Assist in providing advice with team development needs.
- Validation external to the organisation.
- Support business development opportunities
- Undertake regular professional development to maintain and continuously improve individual professional competence as a TAFE teacher and ensure regulatory compliance

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

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;

- Proven experience and sound knowledge in the relevant industry
- Experience in teaching a range of subjects and programs in a variety of learning modes
- Capability to research and develop appropriate teaching curriculum, materials, resources and methods of assessment relevant to the TAFE Sector
- Demonstrated ability to research, design and deliver succinct and engaging course materials and lessons through the use of wide range of learning resources and assessment tools
- Identify, tailor and implement innovative teaching and learning strategies to support the diverse needs of students and customers
- Knowledge and ability to work effectively in the Vocational Education & Training (VET) sector
- A flexible and adaptive approach to teaching delivery and assessment utilising contemporary technologies
- Ability to develop training materials that are compliant with quality standards, policies, procedures, guidelines and relevant legislation
- Ability to motivate and guide students to optimise their learning outcomes
- Demonstrated classroom management skills and ability to conduct reasonable adjustments to suit individual learners
- High level of digital literacy and well-developed proficiency in utilising administrative systems and learning management systems to create engaging and innovative learning experience for students
- Proven ability to build positive relationships with key stakeholders and employers to maintain currency of delivery methods and materials
- Demonstrated high level of and awareness to people from broad range of diverse backgrounds and emotional context

Qualifications and Requirements

Mandatory requirements

- Gaining AQF6 teaching qualification or above (L3.1)
- Completed AQF6 teaching qualification or above (L3.2-L3.5) with at least 12 months teaching experience
- Certificate IV in Training and Assessment from the TAE Training Package
- Minimum of 2 years' relevant industry experience
- A vocational qualification relevant to the courses delivered plus demonstrated teacher currency, proactiveness in professional development and maintaining vocational and educator currency through reflective practices

Highly desirable requirements

- Substantial experience using Microsoft Office products and relevant industry software and programs

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 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		
Approved by	Department Executive Manager	Kathy Hall	03/10/2025
P&C review	People & Culture	Jenny Hearn	03/10/2025
Agreed by	Employee		