

Position Title	Teacher Capability Specialist
Portfolio	Education
Division	Education Partners
Department/Cost Centre	Education Partners - 05600
Classification	Teaching Staff L1 - L3 (dependent on qualifications and experience)
Position Number/s	103144
Reporting to	Manager - Education Partners
Supervises	NIL

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

SWTAFE 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

Education Partners (EDP) is a vital part of quality assurance process that ensures the future sustainability of South West TAFE. The EDP team provide direction, reviews, and oversight of Training and Assessment Strategies (TAS), Teacher Currency mapping through Professional Profile/TEAM Central. The assessment development, review and approval process to ensure we meet the requirements of the ASQA Standards for RTOs 2025.

EDP are the central point for advice and practical support across the Education Portfolio through teacher inductions, mentoring, and teaching delivery observations. We undertake professional development of teaching staff, quality reviews, instructional design, validation and reviews of teaching resources. We support teachers to use SWTAFE online ensuring compliance and quality of student learning experiences.

Our goal is to build the capability of the organisation to work efficiently, effectively and compliantly. We aim to empower managers, teachers and teaching support staff to provide quality in all aspects of their programs, working in a responsive and thoughtful way to meet these objectives so they are compliant, sustainable and operationally relevant.

The EDP team is an underpinning support service for the Teaching Divisions. It comprises specialist staff with expertise in teaching delivery, course design, educational planning, instructional design, academic integrity and delivery to apprentices and trainees.

This team is a key driver of organisational culture that embraces a strong teacher support and continuous improvement culture across all campus sites.

The EDP team works closely with the Education Divisions and other internal stakeholders such as Quality Practice, RTO Governance and Audit Risk and Compliance to maintain a quality approach to the Institute’s teaching and learning practice.

Position Overview (Your Opportunity)

The Teacher Capability Specialist – Education Partners is an experienced educational professional who provides support to the Teaching Divisions to apply quality, academic integrity and educational excellence in the development and delivery of innovative educational programs and services. The Teacher Capability Specialist achieves this through active mentoring and capability building of staff in planning, compliance and teaching delivery.

These roles support the function of the Training and Assessment Strategy (TAS) and Assessment Panels and support Heads of Divisions (HODs) and Teaching Education Managers (TEMS) with pre- and post-delivery quality assurance and validation.

Each of the Teacher Capability Specialists will carry a specialisation area where they will provide targeted training, support and capability building with a focus on Apprentice and Trainee delivery, Academic Integrity and teaching capability or instructional design and Artificial Intelligence (AI).

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

- Provide targeted training and capability support to teaching departments in all aspects of teaching design, development and teaching practice
- Supporting the review of delivery planning as it relates to the area of specialisation, including supporting the quality establishment of Training and Assessment Strategies (TAS) by the SWTAFE Teaching Divisions in accordance with Training Package Requirements and the relevant quality frameworks across VET
- Support the development and review of learning and assessment materials in order to meet the needs of the learner cohort and provide an engaging learning experience
- Provide direction on academic integrity as it applies to course collateral in line with organisational and regulatory requirements
- Provision of authoritative advice, support and training in the area of specialisation, with application to blended and flexible delivery course design, face to face teaching delivery, the use of technology, online learning, workplace-based learning and RPL
- Supporting assessment validation processes of the teaching areas including advising on rectifications
- Partner with the Heads of Division (HODs), TEMs, Lead Teachers, managers, supervisors and other stakeholders across SWTAFE to ensure progressive educational delivery improvement and efficiency
- Partner with the divisions within the Education Portfolio to understand their Training Package requirements and meet strategic needs across all aspects of capability and development
- Utilise and maintain your experience in contemporary learning and development and work as a trusted partner providing superior advice, training and support
- Drive continuous improvement and innovation in teaching practice, professional learning and assessment design
- Use a project management approach to oversee educational projects, providing regular and accurate reports and updates to ensure all performance criteria, agreed objectives and timelines are met.
- Maintain an awareness of trends and opportunities in education and training delivery and assessment by appropriate networking and professional development activities and share with other internal stakeholders through delivery of high-quality professional development activities
- Establish and maintain internal and external networks with key partners and stakeholders to help drive project outcomes and lead project stakeholders to ensure deliverables are met on time and to the appropriate standard
- Lead and undertake additional special initiatives and projects as directed by the Executive Manager – Education

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and 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 organisation's Achievement Development Program (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;

- Demonstrated extensive teaching, coordination and administrative experience in a large educational setting, along with a knowledge of industry training requirements for the vocational education and training sector
- Proven experience as an educator that has driven quality improvements in educational redesign or innovative ideas to overcome obstacles and barriers to continuous improvement in the context of educational delivery and assessment
- Demonstrated ability to assess and quality assure educational programs, delivery models and assessment processes
- A highly developed knowledge of current issues and developments in the vocational education and training (VET) sector and the implications for TAFEs.
- Demonstrated understanding of a range of teaching methodologies, techniques and standards including the requirements of VRQA and ASQA, and their implementation in a training organisation.
- Demonstrated practical and current experience in the delivery, management and record keeping associated with teaching in a large organisation and an understanding of the regulatory requirements in relation to the delivery to a range of cohorts
- Sound communication and interpersonal skills including a demonstrated ability to provide training and professional development to staff
- A high level of interpersonal skills including the ability to establish strong links with business and regional agencies as well as the ability to negotiate effectively working through issues constructively with staff, students and relevant stakeholders
- A high level of written communication skills including producing reports which are easy to read and understand and which clearly convey the information required
- Substantial experience using Microsoft Office products; relevant educational software and applications; and learning technologies including contemporary learning management systems
- A highly developed skill set in one of the three specialist areas or a combination of skills across all the specialist areas

Specialist area one - Key Selection Criteria (Key to Success) Apprentices and Trainees

- *Demonstrated ability to coordinate and deliver induction*
- Coordinate and deliver induction targeted at new teachers of apprentices and/or trainees addressing teaching practice, records maintenance and administrative requirements to meet the requirements of the “Guidelines about Apprenticeships/Traineeship Training Delivery”
- *Ability to lead collaborative professional forums*
- In conjunction with the Registrar, lead the Community of Practice forum for teachers of apprentices and/or trainees to ensure they are kept informed of requirements, have the opportunity to discuss best practice and meet external networks such as representatives from the regions Apprentice Connect Australia Providers (known as ACAPs or Providers)
- *Demonstrated capability to manage and resolve progress issues*
- Support progress issues when identified, working with the relevant teachers to rectify and where necessary liaise with the relevant ACAP
- *Experience maintaining and reviewing teaching and compliance resources*
- In liaison with RTO Governance, maintain resources to support teaching staff of apprentices and trainees including a handbook, sample files, and intranet information. Regularly review the content to ensure currency and relevance
- *Ability to collaborate on systems and process improvements*
- Work with the SMS team to ensure that SMS functionality supports the needs of teachers and is aligned to the requirements of delivery to apprentices and/or trainees
- *Demonstrated practical and current experience in the delivery, management and record keeping associated*

with traineeships and/or apprenticeships in a large organisation and an understanding of the regulatory requirements in relation to the delivery to this cohort

Specialist area two - Key Selection Criteria (Key to Success) Academic Integrity and Teacher capability

- *Demonstrated ability to coordinate and deliver induction*
- Coordinate and deliver induction targeted at new teachers addressing teaching practice, records maintenance and administrative requirements with a focus on quality compliance and academic integrity
- *Demonstrated ability to manage compliance and develop resources*
- Work directly with RTO Governance and internal course reviewers to address non-compliances, develop and maintain templates and resources for teaching and learning
- *Demonstrated experience in organisational communication and continuous improvement of content*
- Maintain and provide institute wide communication related to academic integrity and teacher capability. Regularly review the content to ensure currency and relevance
- *Ability to translate sector developments into operational practice*
- An ability to apply an understanding of current issues and developments in the Victorian TAFE system and the national VET sector to teachers at a relevant operational level
- *Demonstrated leadership in quality assurance and continuous improvement*
- Together with the Manager - Education Partners, provide leadership to the Training and Assessment (TAS) and Assessment Panel processes. Undertaking quality reviews and providing direction to teaching departments on quality improvements

Specialist area Three - Key Selection Criteria (Key to Success) Instructional Design and AI

- *Demonstrated ability to coordinate and deliver induction*
- The ability to coordinate and deliver induction targeted at teachers addressing teaching practice, instructional design and AI implementation with a focus on quality compliance and academic integrity
- *Instructional design capability across delivery modes*
- A demonstrated ability to apply instructional design principles to both paper based and Learning Management System (LMS) based teaching methodologies
- *Knowledge and application of AI in education*
- A demonstrated understanding of AI in an educational setting and how to apply AI to instructional design, educational planning and quality operations
- *Demonstrated ability to collaborate on innovative teaching practices*
- Work directly with the AI steering committee, RTO Governance, and SWTAFE Online (Moodle) team to implement innovative and engaging learning methodologies integrating AI into teaching practice in a compliant way
- *Demonstrated experience in organisational communication and continuous improvement of content*
- Maintain and provide institute wide communication related to innovation in learning, academic integrity and the implementation of AI across the teaching areas. Regularly review the content to ensure currency and relevance
- *Ability to translate sector developments into operational practice*
- Relevant experience in teaching and learning as well as an understanding of current issues and developments in the Victorian TAFE system and the national VET sector and how AI and instructional design impact on these issues

Qualifications and Requirements

Mandatory requirements

- An approved degree, advanced diploma or diploma or approved equivalent qualifications in adult education with industry/administration experience
- Certificate IV in Training and Assessment (minimum TAE40110)
- A minimum of three years’ teaching experience in the vocational education sector including some coordination or administration experience during this time
- Employee Victorian Working with Children and satisfactory Police Check

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		
P&C review	People & Culture		
Agreed by	Employee		