

## Position Description: Outdoor Leadership Teacher/ Tutor

<b>Position Title:</b>	Outdoor Leadership Teacher/ Tutor	<b>Reports To:</b>	Coordinator – Outdoor Academy
<b>Location</b>	Kiama or Shoalhaven Office. Or various training locations in the Illawarra and Shoalhaven.		
<b>Hours</b>	<p>Casual</p> <p>This position will involve an average of 5 hours per week, with the possibility of being offered further hours filling in for current Outdoor Leadership Teacher/ Tutors. In the future there may also be some overnight, after hours or weekend work.</p>		
<b>Award Classification</b>	Educational Services (Post Secondary Education) Award 2020, Teachers and Tutors Instruction, plus access to salary packaging		
<b>About Us</b>	<p>Kiama Community College Ltd is a highly reputable not for profit adult community and high school education provider serving the communities of the Illawarra and Shoalhaven region. Our purpose is to empower, educate and connect individuals for a socially and economically inclusive community and our values drive our behaviours. We are best known for our inclusive learning environments and our strong, collaborative and diverse community agency partnerships. We train in excess of 1200 students annually. Our strengths are in engaging and enhancing the employability of people experiencing a broad range of barriers. To achieve this we are:</p> <ul style="list-style-type: none"> <li>• NESA (NSW Education Standards Authority) registered Non Government School; a</li> <li>• Registered Training Organisation (RTO); and a</li> <li>• Registered NDIS provider</li> </ul>		
<b>About the Job</b>	<p>This position is responsible for ensuring smooth, compliant and effective training delivery and assessment of Outdoor Leadership programs across a diverse student base, utilising multiple delivery formats.</p> <p>A “can do” attitude is essential, as is the ability to work on multiple tasks to tight deadlines.</p>		
<b>Key Relationships:</b>	<p>The Outdoor Leadership Teacher/ Tutor reports to, and is supported by, Outdoor Academy Coordinator. The Trainer is also supported by the training Services Manager (TSM) who oversees service delivery quality throughout training.</p> <p>The Teacher/ Tutor will have close working relationships with our Student Support Officers (SSOs) who support students in learning and</p>		

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	<p>welfare needs which may arise during the course.</p> <p>The Teacher/ Tutor will also respond to and maintaining relationships with key industry stakeholders including trainee coordinators at relevant host employers.</p>
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## About you:

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Outdoor Leadership (or equivalent)</li> <li>• A minimum 3 years' industry experience in vocational teaching area ie: Outdoor Leadership/ Recreation</li> <li>• Certificate IV Training &amp; Assessment:             <ul style="list-style-type: none"> <li>a) TAE40122 OR TAE40116 Certificate IV in Training and Assessment; <b>OR</b></li> <li>b) TAE40110 along with the 2 additional ASQA required trainer and Assessor credentials TAEASS502 and TAEELN411; <b>OR</b></li> <li>c) A diploma or higher-level qualification in adult education.</li> </ul> <p><i>NOTE: If you are currently undertaking your Certificate IV in Training &amp; Assessment, we encourage you to contact us about your suitability.</i></p> </li> <li>• Current First Aid Certificate.</li> <li>• Demonstrated skills in, and commitment to, providing quality, engaging training for all students to maximise student outcomes</li> <li>• Understanding of, and commitment to, quality training and assessment and the RTO Standards along with commitment to maintaining professional currency</li> <li>• A current Working with Children's Check (WWCC) and current Police Check.</li> <li>• Current and developing knowledge regarding Training and Assessment compliance, validation and moderation.</li> <li>• Strong communication and team collaboration skills with a 'can do' attitude</li> <li>• Organisational skills, record keeping and IT skills.</li> <li>• Cultural awareness in relation to our First Nations and Culturally and Linguistically Diverse communities</li> <li>• High level of verbal and written communication skills, in a range of educational, business or community environments.</li> <li>• Dedication to work with First Nations people and/or people of culturally diverse backgrounds and/or young people and a commitment to supporting people with a disadvantage.</li> </ul>
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<b>Ideally</b>	<ul style="list-style-type: none"> <li>• Prior experience in the delivery of Outdoor Leadership Training Package.</li> <li>• Qualifications in activity areas of Bushwalking, Abseiling, Climbing, Snorkelling, Kayaking, Canoeing</li> <li>• Experience working in an RTO and/or previous experience in a teaching role.</li> </ul>
<b>What's in it for you?</b>	<ul style="list-style-type: none"> <li>• Opportunity to positively impact the students entering the Outdoor Leadership/ Recreation or Tourism Industries</li> <li>• Working in a positive, highly stable team environment</li> <li>• Family and life-friendly workplace</li> <li>• Flexible work hours</li> <li>• The support from a number of roles including the Coordinator, Training Services Manager and Compliance, Administration &amp; Risk Manager, and Student Support Officers</li> <li>• Salary packaging benefits – We can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum, which has the potential to increase an employee's take home pay by reducing the amount of tax paid.</li> </ul>

### Deliverables:

ACCOUNTABILITY:	DESCRIPTOR:	MEASURE:
Student centred approach and individualised support for students, particularly disadvantaged students	<ul style="list-style-type: none"> <li>• Ensure all aspects of training programs are engaging, employability focussed and appropriate for all learners</li> <li>• Have an understanding of the needs of the cohort of students including any specific LLN barriers or disability considerations which need to be taken into account</li> <li>• Ensure equal access to educational opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Accredited and non-accredited training tailored to the work requirements of industry, clients and individuals or specific equity groups</li> <li>• Preparation and maintenance of all required training resources (including handouts, visual aids, presentations, electronic media, assessment tasks and all printing and photocopying etc.)</li> <li>• Learning and participation barriers are effectively eliminated (eg via flexible scheduling, alternate learning formats, use of technology) in consultation with</li> </ul>

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		<p>coordinator and SSOs.</p> <ul style="list-style-type: none"> <li>• Conduct 6 week survey and adjust individualised plans based on student feedback and changing circumstances</li> <li>• Student Support Officers are organised to attend class as required and provide support and referral as identified.</li> </ul>
Build better teaching and leadership and improving assessment practices	<ul style="list-style-type: none"> <li>• Deliver training programs for all modes of delivery including classroom based, trainees and flexible delivery, in accordance with funding guidelines and Australian Skills Quality Authority (ASQA) standards of registration.</li> <li>• As required, assist in the preparation of Training and Assessment Strategies (TAS), Delivery and Assessment plans for all courses, ensuring appropriate amount of training for each learner cohort.</li> <li>• Effectively manage and organise the transition and teach out of students and qualifications.</li> <li>• Monitor course quality and participate in planning and review meetings for courses.</li> <li>• Ensure training and assessment is conducted in accordance with: <ul style="list-style-type: none"> <li>○ KCC's mission, values, policies and procedures</li> <li>○ all relevant legislative and regulatory requirements</li> <li>○ ASQA standards for registration</li> <li>○ Funding body requirements</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Training and assessment instruments are prepared and reviewed prior to commencement, ensuring that content is suitable for the cohort, are quality and compliant under the VET Quality Framework and relevant Training Package.</li> <li>• As required, conduct assessment validation and moderation of training products, and ensure that recommendations are implemented.</li> <li>• Conduct ongoing review of training and assessment implementation, analyse course participation rates, student evaluations and other feedback, and action taken to respond promptly to emerging needs, issues, and complaints where necessary.</li> <li>• Provide a training experience that is engaging, enjoyable and beneficial for students.</li> <li>• Liaise with other College trainers to develop a bank of assessment tools.</li> <li>• Submit copies of all assessment tools and teaching aids prepared to the College.</li> </ul>
Compliance with relevant training standards, Policy and Risk Reporting	<ul style="list-style-type: none"> <li>• Ensure that any incident or accidents are reported to Coordinator and TSM.</li> <li>• Advise TSM of any risk to service deliver or College reputation.</li> <li>• Ensure compliance with organisational policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• All data records are compliant with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).</li> <li>• Ensure submission of Attendance Roll, completed Student Individual Assessment Records (IAR), copy of assessment tasks and outcomes in a timely manner and compliant</li> </ul>

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		<p>evidence is collected for correct student sign off.</p> <ul style="list-style-type: none"> <li>• All incidents and accidents reported in a timely manner as per Incident Policy.</li> <li>• Maintain professional development and industry currency in your field of expertise.</li> </ul>
Team Contribution	<ul style="list-style-type: none"> <li>• Contribute to the success of all Kiama Community College Ltd education and community activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Work independently and collaboratively across Kiama Community College Ltd to meet deadlines.</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Ensure compliance with all KCC policies and procedures and values.</li> <li>• Undertake other duties that may from time to time be required and which are within the skills and capabilities of the position holder.</li> </ul>	
Work Health & Safety	<p>All staff have a responsibility to take reasonable steps to ensure their own health and safety, and that of others, and act in accordance with legislative, policy and procedural requirements. For example, all staff are required to:</p> <ul style="list-style-type: none"> <li>• Ensure any hazards, accidents, injuries, and near-misses are reported as soon as possible.</li> <li>• Initiate emergency/accident procedures in appropriate situations</li> <li>• Contribute to the development/improvement and follow policies and safe work procedures at all times.</li> <li>• Use personal protective equipment (PPE) and other safety-related equipment as and when required.</li> <li>• Participate in training and consultations relevant to work health and safety.</li> <li>• Perform work safely and in accordance with applicable legislation, policies, and procedures.</li> </ul>	

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I have read and understood the requirements of my position as per this position description.

Position Holder's Name:	
Position Holder's Signature:	
Date:	

CEO Name:	
CEO Signature:	
Date:	