

Position Title: Auslan Teacher - Accredited Training
Department: Education
Reports to: RTO Co-ordinator / Education Manager
Location: Moorooka

POSITION PURPOSE

The Auslan Teacher - Accredited Training will be responsible for the preparation, delivery and evaluation of accredited Auslan classes at Access Training and Education (the Registered Training Organisation at Deaf Services Queensland) as allocated by the RTO Manager.

POSITION - KEY RESULT AREAS

Has direct responsibility over	[1] Recommends, advises, interprets	[2]
Shares responsibility with others	[3] Provides information	[4]

Accountability [1-4]

Course Preparation, Delivery and Assessment [1]

Prepare and deliver accredited Auslan classes at Access Training and Education as allocated by the RTO Manager

Assess students' competency against training package requirements

Ensure that accurate records are stored / archived in relation to course documentation, course delivery, student records, and assessments.

Maintain accurate and up-to-date class/program records which are compliant with ATE and ASQA quality standards.

Contribute to the accredited training component of ATE's training activities including the development of timetables, content planning, assessment activities and all activities relating to the delivery of programs.

Perform all other duties as required to ensure the timely and accurate delivery of training.

Maintain and further develop ICT skills necessary for the delivery and administration of the accredited training

Work collaboratively with the RTO Manager and RTO Administrator on matters relating to the RTO administration and student issues.

Stay abreast of educational; developments, curriculum and related government policies that will affect program delivery.

DECISION MAKING

Decisions

Time management and work priorities.

Recommendations

Policy and service directions and priorities.

PRIMARY RELATIONSHIPS

Internally in DSQ with whom

Manager Education

RTO Manager

Purpose

Support and advice

Strategic direction

Direct line management

Support and advice

External to Deaf SQ with whom

All visitors and stakeholders

Purpose

Information, direction and liaison

Persons or functions that report to the position holder

Nil

KNOWLEDGE AND SKILLS

CRITICAL SKILLS

Requirement for skills / Knowledge in this position

N = None

L = Little need

D = Desirable

M = Moderate

I = Important

C = Critical

	N	L	D	M	I	C
Innovating					*	
Planning						*
Organising						*
Patience & Friendliness						*
Customer/Client Orientation						*
Administration					*	
Auslan						*
Professionalism						*
Acceptance					*	
Problem Solving					*	
Deciding					*	
Implementing					*	
Communicating					*	
Flexibility						*
Consulting					*	
Participating						*

SELECTION CRITERIA**Essential**

Qualifications in education and training including Certificate IV in TAE40110

Relevant study/currency in your area of expertise

Demonstrated knowledge and understanding of the Australian Skills Quality Authority, training packaging requirements, AVETMISS and experience with government funded programs

Demonstrated experience in the design, delivery and evaluation of education activities

Experience working with Training Packages, Accredited Courses and Curriculum

Fluent in Auslan

Well-developed teaching skills, including the ability to adapt and modify a range of teaching strategies/resources to meet student need and curriculum requirements.

The ability to effectively use technology for both face to face, video conferences and online delivery of Auslan programs

Desirable

Course development experience

Experience teaching in either the Certificates in Auslan or the Diploma of Interpreting

Detailed knowledge of the ASQA – Australian Skills Quality Authority and AQF – Australian Quality Framework requirements for RTOs

Please sign below your agreement of the above position description

Signature

Date