

Position Description



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| POSITION TITLE | Trainer & Assessor - Hospitality |
| PROGRAM | Jesuit Community College |
| STATUS | Casual |
| REPORTING TO | Training and Administration Manager |

1. JESUIT SOCIAL SERVICES OVERVIEW

Our Vision

Building a Just Society

Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

Our Purpose

We work to build a just society where all people can live to their full potential - by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Who we work with

We are part of and work with:

- Those most in need - individuals, families and communities
- The broader communities in which we live
- The decision-makers, service providers and institutions that affect us

What we do

We strengthen and build respectful, constructive relationships for:

- Effective services - by partnering with people most in need and those who support them to address disadvantage
- Education – by providing access to lifelong learning and development
- Capacity building – by refining and evaluating our practice and sharing and partnering for greater impact
- Advocacy – by building awareness of injustice and advocating for social change based on grounded experience and research
- Leadership development – by partnering across sectors to build expertise and commitment for justice.

2. PROGRAM BACKGROUND

Jesuit Community College

Jesuit Community College, is a nationally Registered Training Organisation (TOID 21800) and Victorian Learn Local Provider. It is a key initiative of Jesuit Social Services, supporting people who face significant barriers to further learning and, or access to, employment as a result of their previous educational experience.

The College puts strong emphasis on providing flexible and supported training to meet individual learner needs, which provides opportunities for learners to develop their skills and which creates an education and training pathway that supports learners move towards further study, work or further involvement in their community.

The College engages with and supports people from a range of social and cultural backgrounds, to enter or re-enter education and training. Many of these people face multiple and complex barriers to successful participation in education, training and employment. These people include early school leavers, those who are unemployed, indigenous Australians, people from culturally and linguistically diverse communities, people with multiple and complex needs, people at risk of homelessness, and people who have been engaged in the justice system.

3. KEY OBJECTIVES OF THE POSITION

The key objectives of this position are:

- 3.1 To deliver training and assessment in the accredited and/or pre-accredited courses on scope in line with Trainer & Assessor qualifications, skills and currency.
- 3.2 To plan, develop, assess and evaluate teaching programs and resources in collaboration with Jesuit Community College.
- 3.3 To carry out administrative and other non-teaching duties, including student enrolments. This will also include participation in Jesuit Community College team meetings and professional development.
- 3.4 To promote Jesuit Community College courses and programs where appropriate.

4. DUTIES

- 4.1 Develop creative and innovative teaching and learning approaches in order to address the learning needs of people facing a range of barriers to participating in education, training and employment.
- 4.2 Establish and maintain a learning environment that empowers and encourages students to take personal responsibility and is encouraging of them.
- 4.3 Support and promote collaborative working relations within the training team.
- 4.4 Trainers and Assessors delivering accredited courses must complete the relevant Skills Matrix.
- 4.5 In order to maintain vocational currency and competency, Trainers and Assessors delivering accredited hospitality training must undertake professional development in the fields of knowledge and practice of hospitality and general education vocational training and learning and assessment. Jesuit Community College requires:

- Trainers and Assessors must maintain hospitality industry currency and a plan of how this will be achieved, attend a minimum of two events per year (e.g. attending training sessions on literacy & numeracy training, new methods in relation to training and assessment and interpretation and implementation of new ASQA requirements).
 - Updated Professional Development Logs (including documentation of at least one(1) article/newsletter/month relating to ASQA) are to be submitted to the Training & Administration Manager on a minimum of 6 monthly basis (30th June & 31st December). <http://www.education.vic.gov.au/training/Pages/default.aspx>
<http://www.asqa.gov.au/news-and-media/latest-news.html>
 - Evidence of meetings with stakeholders
- 4.6 Ensure currency of Resume – to be reviewed, updated and submitted 30 June each year (signed and dated on each page).
- 4.7 Develop and maintain effective liaison with students' support networks and other organisations as required.
- 4.8 In conjunction with the Training and Administration Manager, ensure all necessary lesson plans, assessment tasks, student attendance records and individual student work meet the Service Agreement for the Skills First Finding Contract and VET Quality Framework requirements.
- 4.9 Accurately document competency outcomes and submission of evidence.
- 4.10 Develop relationships with local organisations to increase student numbers and to enhance and broaden learning opportunities for potential students.
- 4.11 Nurture the artistic talent of the target group, assist them to plan and complete complex tasks and explore imagination and innovation within a supportive setting.
- 4.12 Provide advice to the Training and Administration Manager and/or other management staff on potential partnerships for training delivery and pathways into, through and out of, accredited courses delivered.
- 4.13 Assist in the development and maintenance of quality assurance processes in relation to program and course administration, design, delivery, assessment and evaluation of training resources.
- 4.14 Participate in assessment validations.
- 4.15 Design, or assist in the design of assessments, create and update lesson plans
- 4.16 Participate in Jesuit Social Services' Induction & Orientation
- 4.17 Inform students of the College Access and Equity Policies
- 4.18 Seek assistance if students have disabilities or language & literacy requirement.
- 4.19 Distribution and collection of student evaluations
- 4.20 Proficiency in the use of Ms Office, Excel and PowerPoint.

5. KEY SELECTION CRITERIA

- 5.1 Demonstrated experience delivering the following training:
- SIT20316 Certificate II in Hospitality
 - SITXFSA001 Use Hygienic Practices for Food Safety
 - SITFAB002 Provide Responsible Service of Alcohol

- SITHFAB005 Prepare and Serve Espresso Coffee
- 2476VIC Certificate I in General Education for Adults (Introductory) with Hospitality Units

- 5.2 Knowledge of VET Quality Framework, Victorian Skills First Funding Program and Australian Qualification Framework.
- 5.3 Understanding of learning theories and delivery styles appropriate to an adult learning environment, including young adults with multiple and complex needs.
- 5.4 Well developed teaching skills, including the ability to design and deliver accredited courses with a focus on engaging hard to reach learners, access and equity.
- 5.5 Demonstrated commitment and capacity to engage with disadvantaged young people, families and communities.
- 5.6 Ability to work in a diverse team and in diverse training environments.
- 5.7 Superior communication and interpersonal skills.
- 5.8 Capacity to fulfil reporting and administrative requirements associated with the position.
- 5.9 Understanding and sympathy with the mission and ethos of Jesuit Social Services.
- 5.10 Current driver's licence and own reliable vehicle.
- 5.11 Current Working with Children Check
- 5.12 Successfully completed Police Check. Police Check will be conducted by Jesuit Social Services prior to commencement.

6. KEY PERFORMANCE INDICATORS

- 6.1 100% compliance with the delivery and assessment of training.
- 6.2 100% compliance with Trainer record keeping in student files and attendance records.
- 6.3 100% compliance with timeframes in submission of training evidence and delivery of training program.

7. QUALIFICATIONS

Hold a

- TAE40116 Certificate IV in Training and Assessment
- or
- TAE40110 with TAE40116 Upgrade including the units TAELLN411 and TAEASS502A (or most current equivalence as advised by ASQA) and with current experience in training/assessing in the VET sector.

8. CONDITIONS OF EMPLOYMENT

Conditions of employment are in accordance with Educational Services (Post-Secondary Education) Award 2010 and Jesuit Social Services' Policy & Procedures, including the Code of Conduct.

9. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Jesuit Social Services takes child protection seriously, and you are required to meet the behaviour standards outlined in our Code of Conduct.

10. LOCATION

This position will be based at 1 Langridge Street, Collingwood but will involve training and assessing at sites throughout Victoria

11. SIGNATURES

By signing this Position Description the Employee confirms that it has been read, understood and accepted.

EMPLOYEE

Name: _____

Signature: _____

Date: _____

WITNESS

Name: _____

Signature: _____

Date: _____

APPROVED BY

Stephen Ward

Executive Director, ETE

DATE

March 2021