

**ATC WA LIMITED
JOB DESCRIPTION**

Job Title:	Trade Facilitator	Award Status:	Employee Collective Agreement 2009
Date:	November 2009		

Reporting Relationship

This position reports to

This position is

Other positions reporting to this position

Job Purpose

Work with a cross functional team of secondary and vocational learning facilitators and mentors to develop and deliver innovative, flexible and contextualized learning programs to ensure students achieve WACE and ASBA outcomes.

Authorisation

This document is an accurate statement of the duties and responsibilities of this position.

Signed Supervisor:	_____
Signed Employee:	_____
Date:	

DUTIES AND RESPONSIBILITIES

- Develop and deliver trade contextualised curriculum that effectively combines with Australian School-based Apprenticeships (ASBA) at Certificate III level creating a fully integrated technical career development program.
- Provide mentoring to assigned student work teams for the duration of their time in the College.
- Utilise available technology to maximise the opportunity for effective facilitation and to constantly update learning facilitation resource materials
- Develop and utilise appropriate evaluation techniques for formative assessment and set and supervise summative assessment tasks.
- Role model behaviour that supports the College's aim to develop behavioural self-management in students.
- Participate in School Committees as appropriate to share ideas and contribute to the development of education excellence.
- Maintain membership of appropriate professional bodies and actively participate in their seminars, conferences and workshops.
- Pursue professional development opportunities in order to keep abreast of education and appropriate subject areas.
- Contribute towards the pastoral care of students in line with the College's policies and objectives.
- Communicate effectively with colleagues and College staff, students, parents, and employers.
- Carry out reporting and other administrative duties in an effective and efficient manner particularly meeting set deadlines.
- Deal with student behavioural problems in accordance with ATC WA policy and guidelines on behavioural management and discipline
- Learning Facilitators maintain a limited authority to teach registration with WACOT.

General

- Contribute to the organisations planning processes.
- Participate in annual performance planning and review meetings to review goals and targets
- Maintain own professional development including performance planning and goal setting
- Understand and implement ATC WA Ltd procedures relating to assessment, OSH and professional code of conduct
- Participate in regular staff and team meetings
- Work within a Quality management framework and continuously improve ATC WA Ltd processes
- Other duties as assigned by the Campus Manager/Supervisor.

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SELECTION CRITERIA

Essential:	<ul style="list-style-type: none"> WA Dept of Education and Training (DET) National Criminal History Record Check <u>and</u> Working with Children check
Qualifications:	<ul style="list-style-type: none"> Appropriate trade qualification. Cert IV or Diploma in Training and Assessment or Cert IV or Diploma in Assessment and Workplace Training (or equivalent experience and commitment to achieve this qualification, within 3 months of commencement).
Experience:	<ul style="list-style-type: none"> Experience and competence in an appropriate area of specialisation. Supervision of apprentices Demonstrated experience in designing and utilising learning and assessment tools. Demonstrated experience in designing and deploying innovative learning programs.
Skills:	<ul style="list-style-type: none"> Demonstrated competence to plan, prepare and deliver learning programs using a range of facilitation methodologies. Demonstrated ability to prioritise and meet deadlines. Excellent interpersonal and communication skills.
Knowledge:	<ul style="list-style-type: none"> Demonstrated understanding of vocational education and training. Demonstrated understanding of youth dynamics and appropriate pastoral care strategies. Demonstrated understanding of Australian School Based Apprenticeships. Demonstrated understanding of contemporary educational issues in WA.
Attributes:	<ul style="list-style-type: none"> Demonstrated commitment to Professional Development to ensure current knowledge of Teaching methodologies, Vocational Education and Training arrangements, and Australian School-based Apprenticeships. A demonstrated commitment to teamwork.

Desirable:	
Experience:	<ul style="list-style-type: none"> Post graduate qualifications in Teaching or Education or Training Demonstrated experience in VET in Schools, SWL or SAL Eligibility for WACOT registration
Skills:	<ul style="list-style-type: none"> Writing trade contextualised curriculum
Knowledge:	<ul style="list-style-type: none"> Knowledge of issues associated with the placement of young workers.