



JOB DESCRIPTION

Job Title:	Trainer - Early Childhood Education and Care
Job Type:	Full-time (Negotiable)
Salary Classification:	NT Christian Schools AO5,1-AO6,4 scale
2021 Annual Salary Range (full-time):	\$84,326 – 103,574 (6 wks AL) Dependent on qualifications and experience. Plus superannuation contribution of 10% of your annual salary.
School/Entity:	Transforming Training
Responsible to:	Principal of Transforming Training
Date Advertised:	December 2021

Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The organisation has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

General Expectations

Work in Transforming Training and in its educational communities involves serving and supporting those people for whom NT Christian Schools exists, namely our learners/students and their families.

Transforming Training is the Registered Training Organisation (RTO) of NT Christian Schools. It delivers Vocational Education and Training for secondary students and adults both within and outside NT Christian Schools. Transforming Training employees are expected to work as a member of a team as we pursue the vision and mission of NT Christian schools, *"To be Christian communities, learning together to live life as God intended, offering hope for the world."* We seek to apply this vision to the Transforming Training context and pursue it together core by serving and supporting each other in the tasks to which God has called us.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Roles and Responsibilities

Responsible to the Principal of *Transforming Training* through the Coordinator Community Services for the following:

1. Writing, planning, initiating and delivering assessments, including recognition of prior learning to learners undertaking the Certificate III in Early Childhood Education and Care, Certificate IV School Aged Education and Care and Diploma in Early Childhood Education and Care. This includes preparing trainer and learner resources and workplace visits.
2. Writing, planning, initiating and delivering training from endorsed Training Packages on Transforming Training's scope of registration, in accordance with the Standards for RTO's and Australian Qualifications Framework (AQF)
3. Pursuing professional development to ensure personal knowledge, skills and competencies relevant to their training and assessing duties are current and constantly advanced
4. Implementing a continual improvement process regarding the training and assessment duties by acknowledging and acting on feedback from students and stakeholders
5. Finalising and maintaining all documentation related to training ensuring that records are complete, thorough and accurate, and that confidentiality is maintained
6. Providing guidance and counselling to students, assisting in every way to ensure that training outcomes are met and that individuals succeed in their endeavours
7. Maintaining a thorough and complete understanding of and ensure compliance with all policies and procedures, ASQA Standards and legal obligations related to Transforming Training and the services it delivers
8. In consultation with the Principal/Coordinator, dealing with grievances and appeals in a prompt, fair and decisive manner
9. Ensuring familiarity with the risk management plan and procedures
10. Other duties as directed

Selection Criteria

Essential

- Ability to reflect the Christian faith in the workplace
- Certificate IV in Training and Assessment
- A qualification in Early Childhood Education and care
- Proven capacity to work effectively with others in a team, as well as being able to operate independently of direct supervision.
- Capacity to develop assessments and teaching according to the duties statement of this position
- Capacity to use personal computers and electronic communications technology
- Working with Children Clearance (Ochre card)
- Criminal History Check

Desirable

- Capacity to respond effectively to the learning needs of Indigenous secondary students enrolled in the qualifications associated with this position.
- Knowledge of the VET sector