



## JOB DESCRIPTION

### POSITION DETAILS:

<b>POSITION TITLE</b>	Teacher, Tertiary Preparation Program
<b>REFERENCE NUMBER</b>	QFHR001-1/18
<b>LOCATION</b>	UQ College, St Lucia

### PRIMARY PURPOSE:

The primary purpose of this role is to deliver high quality teaching that helps students gain the necessary skills to improve their QTAC rankings and acquire prerequisites for future undergraduate studies.

### WORKING RELATIONSHIPS:

<b>DIRECT MANAGER</b>	Programs Coordinator, Tertiary Preparation Program		
<b>DIRECT REPORTS</b>	Nil		
KEY INTERNAL RELATIONSHIPS		KEY EXTERNAL RELATIONSHIPS	
Position	Frequency	Position	Frequency
<ul style="list-style-type: none"> <li>General Manager – Education and Training</li> <li>Program Coordinator, TPP</li> <li>Manager – Business Development</li> <li>Teachers</li> <li>Students</li> </ul>	Regularly Daily Regularly Daily Daily	Industry	Regularly

### SCOPE & AUTHORITY:

People	Financial	Technical
<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>	<ul style="list-style-type: none"> <li>Deliver high quality teaching within TPP program</li> </ul>

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KEY RESULT AREAS:	
<b>Course Delivery</b>	<ul style="list-style-type: none"> <li>Provision of high quality education to students through professional delivery of course content</li> </ul>
<b>Student Engagement</b>	<ul style="list-style-type: none"> <li>Development of a responsive learning environment, focused on the student needs</li> <li>Positive student feedback regarding teaching style and performance</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Continuous improvement of learning resources directly associated with delivery of course(s)</li> </ul>

KEY ACTIVITIES:	
<b>Course Delivery</b>	<ul style="list-style-type: none"> <li>Professional delivery of course content in line with teaching plans.</li> <li>Customise course delivery and assessment to meet student/client needs.</li> <li>Be fully prepared, proactive and on time for all delivery commitments.</li> </ul>
<b>Student Engagement</b>	<ul style="list-style-type: none"> <li>Create an engaging and relevant learning experience and achieve high levels of student retention and completion.</li> <li>Provide constructive and timely feedback to students and the College on learning and delivery issues.</li> <li>Demonstrate success in engaging and retaining students.</li> <li>Resolve teaching and learning issues that may involve students and the College.</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>Support a continuous improvement process by developing, implementing, and reviewing learning and assessment processes and quality initiatives as required to ensure a program's operational performance meets the College's standards.</li> <li>Contribute to reports on business and delivery performance as required by the College Executive.</li> <li>Respond to the needs of key stakeholders in developing learning and assessment models and resources.</li> </ul>

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### OPERATING ENVIRONMENT, FRAMEWORK, BOUNDARIES:

- The activities of this role are conducted predominantly within the classroom environment.
- The college's policies and procedures, as well as regulatory requirements, govern the activities undertaken by this position.

### PROBLEM SOLVING/COMPLEXITY OF POSITION:

- The role plays a critical part in establishing and maintaining student engagement and successful student completion rates.

### DECISION MAKING AUTHORITY AND RESPONSIBILITIES:

- Decisions related to minor modification and adaption of course specific content aimed to improving student learning outcomes and engagement

### CAPABILITY PROFILE:

<b>Education</b>	<ul style="list-style-type: none"> <li>• A minimum of a Bachelor degree in one or more of the Tertiary Preparation Program course areas.</li> <li>• A teaching qualification and/or TAE40116 Certificate IV in Training &amp; Assessment.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>• Teaching experience in Year 11-12 or equivalent, Certificate IV in Adult Tertiary Preparation, or Foundation Year, or similar Higher Education program is required.</li> </ul>
<b>Oral &amp; Written Communication Skills</b>	<ul style="list-style-type: none"> <li>• Structures and conveys ideas and information in a way that effectively brings about understanding</li> <li>• Tailors communication effectively for audience; Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings</li> <li>• Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively</li> </ul>
<b>Customer Service Focus</b>	<ul style="list-style-type: none"> <li>• Manages difficult or sensitive stakeholder interactions; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments</li> </ul>

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<b>Professionalism &amp; Ethics</b>	<ul style="list-style-type: none"> <li>• Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments</li> <li>• Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and principles; Upholds organisational values</li> <li>• Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan</li> <li>• Follows policies and procedures; Supports organisation's goals and values</li> </ul>
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<b>AUTHORISATION:</b>	
<b>Direct Manager:</b>	
<b>Signature:</b>	<b>Date:</b>
<b>Employee:</b>	
<b>Signature:</b>	<b>Date:</b>

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