



POSITION DESCRIPTION: Sessional Trainer – Early Childhood Education and Care

Cire Services Inc is an advanced community based organisation. Cire operates a range of services to meet community needs through education and provision of services. Cire is a child safe organisation.

Cire Training is a Registered Training Organisation (RTO) and offers accredited, pre-accredited, workskills and leisure courses.

Cire Community School is a registered independent school providing VCAL curriculum to students in an alternative school environment for years 7 to 12.

Cire Family and Children's Services provides children's services for long day care, kindergarten program, occasional care, vacation care, before and after school care.

Cire Community Hubs provides lifelong learning, care and support services for all age groups and interests and is located in the heart of Yarra Junction. Cire is an active member of Neighbourhood Houses Victoria (NHV) and Yarra Ranges Neighbourhood Group.

Cire is a family-friendly employer that offers a range of flexible work practices that can be tailored to individual's needs. It has a strong focus on the professional development of staff and provides learning opportunities for staff at all levels.

Cire Values

Cire Services has embedded in its values and behaviours the following:

1. That 'we do what we say'.
 - We make clear promises that include content and timing with all colleagues and stakeholders;
 - We deliver on our promises and will be proactive on if we can't deliver on promises;
2. Pursuit of Excellence and Best Practice.
 - We are proficient in all that we do;
3. Respect for the individual and the environment
 - We honour and care for the natural world and embody human rights into everything that we do.

POSITION SUMMARY

The objective of the sessional trainer's role is to plan and deliver quality training programs (relevant to their area of competence). Sessional trainers are responsible for: - Delivering professional and engaging training in line with the Australian Quality Training Framework, State and Federal legislation and relevant Cire policies and procedures. This role will ensure Cire is competitive and a respected leader in the delivery of community and education services.

GOALS and TARGETS

Training

- Deliver high quality industry relevant training and assessment that complies with nationally endorsed training package guidelines and industry standards
- Develop and administer industry relevant resources and assessment activities and tasks that are mapped to training package
- Assess and address the varied needs of each student/trainee, including the provision of training which caters for individual differences in prior learning, academic abilities and learning styles (both on and off the job), and provide additional assistance to students with low levels of literacy and numeracy;
- Develop best practice models of vocational education and training delivery;
- Provide detailed unit/module outlines, assessment guidelines and tools, for students and trainees
- Ensure content and delivery of Training Packages and accredited courses meet the Australian Quality Training Framework (AQTF) the VRQA Guidelines for VET Providers and the Australian Qualifications Framework
- Comply with organisational requirements for the completion of records, including attendance and results records, within specified timelines;
- Monitor and review program activity and standards to ensure funding guidelines are met and comprehensive records of participation and outcomes are kept;

- Maintain strong links with other staff, ensuring all activity is complementary and utilises the existing knowledge, expertise, resources and industry/business links within our organisation;
- In conjunction with Program Managers and Facilitator/Coordinators foster a team approach to the delivery of courses by attending regular staff meetings, moderation/validation workshops, participating in collaborative problem solving and undertaking relevant professional development;
- In collaboration with Program Managers and Facilitator/Coordinators, pursue opportunities for growth and development, by developing industry links for vocational education and training delivery and promotion of current programs and services.

Operational

- To provide delivery and assessment of Certificate II to classroom and work place students.
- To fulfill administrative duties to the education and training department as is required and in a timely manner.

Financial

- Respecting and following Cire financial processes
- Being mindful of minimising waste in time or resources

KEY RESPONSIBILITIES:

- Ensure student files maintain compliance;
- Ensure that student training plans are supported by the relevant documents and records to maintain compliance, e.g. evidence of participation and/or assessment evidence;
- Maintain and ensure that attendance records are regularly updated;
- Preparation of session plans for Early Childhood Education classes;
- Student placement facilitation – liaising (phone calls, meetings) with organisation's to set up placement availability;
- Ensure that student training plans are updated; materials which support any changes, relevant dates are reported to appropriate staff for currency for delivery and assessment and student files management;
- Maintain industry qualifications and currency in all units being delivered and assessed;
- Liaising with students to place them within suitable organisations for the purpose of meeting their practical placement requirements;
- Ensuring compliance of auditing requirements;
- Attending all set staff meetings including moderation and validation sessions;
- Responsible for the compliance of the ICT;
- Maintain safe working practices in line with OHS regulations 2010;
- Responsible for ensuring training rooms are locked after use and left in good condition;
- Responsible for working within set timeframes;
- Responsible for delivering units within the framework of the set timetable;
- Assessing student work (theory and practical) in a timely manner;
- Liaising with and report to the Executive Manager Education and Training on a weekly basis;
- Working in a professional and courteous manner at all times when representing the Cire Training;
- Responsible for following up on client requests/concerns/grievances with the appropriate person (emails, phone calls, meetings);
- Responsible for responding to all requests from clients and colleagues in a timely manner (emails, phone calls, meetings);
- Responsible for ensuring all equipment and material provided by Cire training is used according to directions and set instructions;
- Ensure Cire policies and procedures are adhered to, particularly during student enrolment process; and
- Participate in professional development opportunities.

LIAISES WITH

- Executive Manager Education and Training
- Manager Records and Reporting
 - Leading Teacher VCAL, VET and Student Pathways
 - Cire Trainers
 - Stakeholders

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This position is accountable to the Cire Committee of Management via the Chief Executive Officer, and reports directly to the Executive Manager, Education and Training.

Key Selection Criteria:

- Demonstrated skills and high level of knowledge relevant to current industry standards;
- Hold industry qualification in Children's Services;
- Hold qualification Certificate IV Training and Assessment –TAE;
- Valid Working with Children Check (employee status) or VIT registration or PPT
- Clean police record
- Have well developed computer skills and competent in use of the suite of Microsoft Office programs;
- High level of customer service
- Excellent communication skills both oral and written
- Ability to work effectively accurately with minimal supervision

EMPLOYMENT GUIDELINES

Salary: As per the Educational Services (Post-Secondary) Award 2010

Probation: a probationary period of 6 months exists, followed by an annual performance review.

Development: Professional development plans are drawn up at the annual Performance Appraisal. Cire expects that workers will participate in regular professional development activities, and attend such activities as directed.

Physical Capacity: No pre-existing physical or medical condition exists that would prevent the worker carrying out the tasks as outlined in this document.

Superannuation: All employees are offered a choice of Superannuation plan. Cire default fund is Hesta.

Equal Employment Opportunity: Cire is committed to the principles of equality and non-discrimination. Compliance with these principles is mandatory.

DECLARATION

- I accept the responsibilities and agree to carry out the duties outlined in this position description.
- I acknowledge Cire's values and commit to conducting myself in a manner which supports those behaviours.

Print name _____

Signature _____

Date _____

Manager's signature _____

Date _____