



Position Description including statement of Key Duties and Behavioural Competencies

Title:	Teacher, Tertiary Preparation Program
Organisation:	UQ College
Remuneration:	Modern Award 000075, Teacher Tutor/Instructor, Casual, Level 12 - \$60.51 per hour of teaching + Superannuation.
Employment status:	Casual Teacher

Organisational Environment

UQ College is an exciting innovation in education and training, providing new opportunities for its students to broaden their horizons and build their careers through education and training. With the flexibility of a small company structure, together with a quality reputation and experience of its owners, the College provides high quality educational opportunities through academic programs that provide more than just entry into university; the college equips students with the knowledge and skills to succeed.

The Program Area

The Tertiary Preparation Program offers a supportive education model that builds confidence and helps students gain the necessary skills to improve their QTAC rankings and acquire prerequisites for future undergraduate studies. Courses offered to students include Pre-University - English, Mathematics A or B, Business Management, Economics, Behavioural Science, Research, Biology, Chemistry and Health Exercise & Diet.

Primary purpose of the position:

- Deliver the highest standards of student learning and assessment;
- Create an engaging and relevant learning experience and achieve high levels of retention and completion;
- Develop a responsive learning environment, focused on the student/client, in close liaison with UQ College's management and delivery and assessment staff;
- Contribute to the continuous improvement of learning resources, assessments and student support directly associated with delivery of course(s) to ensure that the goals of all stakeholders are met or exceeded.

Key Duties and Behavioural Competencies:

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1. Demonstrated excellence in education and/or training delivery:
 - Customize course delivery and assessment to meet student/client needs;
 - Provide constructive and timely feedback to students and the College on learning and delivery issues;
 - Demonstrate success in engaging and retaining students;
 - Be fully prepared, proactive and on time for all delivery commitments.
2. Demonstrated capacity to respond to market driven needs:
 - Delivery of education and/or training in a manner consistent with the College's directions and objectives, regulatory requirements, sector best practice and targets as negotiated with the General Manager – Education & Training;
 - 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;
 - Contribute to reports on business and delivery performance as required by the College Executive.
3. Demonstrated ability to contribute to planning for innovative education and training programs to meet student/client needs:
 - Respond to the needs of key stakeholders in developing learning and assessment models and resources.
4. Highly developed interpersonal and communication skills as evidenced by significant achievements in dealing with student/client groups:
 - Resolve teaching and learning issues that may involve students and the College.
5. Demonstrated knowledge of and experience in complying with the regulatory and legal requirements applicable in the Education and Training sector.

Key Selection Criteria:

1. Qualifications:
 - A minimum of a Bachelor degree in one or more of the Tertiary Preparation Program course areas;
 - A teaching qualification and/or TAE40110 Certificate IV in Training & Assessment.
2. Experience:
 - Teaching experience in Year 11-12 or equivalent, Certificate IV in Adult Tertiary Preparation or Foundation Year or similar Higher Education program is required.
3. Demonstrated capability and success in delivering against the Key Duties and Behavioural Competencies listed in this position description.

Additional Information:

- Any employee of the College is obligated to attend a staff induction program.
- Employees are bound by the principles of respect for the law and system of government; respect for people, integrity, diligence, and economy and efficiency, which are contained in the College's Code of Conduct.

- The College is committed to a flexible work environment and the successful applicant may be requested to perform duties that vary from those stated in the agreed duty statement.
- Some out of normal hours work and travel within Queensland and interstate may be required to fulfil education and training delivery options.
- The College will assess an applicant's skills, knowledge and abilities against the Key Selection Criteria without prejudice regarding the origin of those skills, knowledge and abilities.

Further information:

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