

ROLE DESCRIPTION

Educational Team Leader

	Campus: Ashmore Region: Gold Coast		Closing date: 4:00PM, Friday, 2-Oct-2026
	Portfolio: Education and Training Faculty: Industry Trade Skills		For further information, please contact: Contact name: Deb Fox Role: Educational Delivery Manager Email: deb.fox@tafeqld.edu.au Or check out our Applicant Information Guide
	Award: TAFE Queensland Award – State 2016 Agreement: TAFE Queensland Educators Certified Agreement 2019 Classification Level: ETL Salary: \$116,193 - \$124,323 per fortnight, plus superannuation contributions of 12.75%		
	Status: Temporary full-time		Winner of Queensland Large Training Provider of the Year 2024
	Job ad reference: TQ2026-961	 Veteran Employment Supporter	

About TAFE Queensland

TAFE Queensland is proud to be the largest and most experienced Vocational Education and Training provider in the State, with a history of serving Queensland communities for more than 140 years.

At TAFE Queensland, we hold true to our values and keep our customers at the centre of everything we do. By living these values, we continue to strengthen TAFE Queensland's reputation as a leading provider of high-quality education and training. Our people are recognised for demonstrating these values in their everyday work.

				
Safety first	Working together	Focusing on our customer	Taking responsibility	Showing initiative

Your opportunity

As the Educational Team Leader, you will:

- Continue your practice as an educator while growing your leadership experience and capability by providing leadership and supervision embedded within teaching teams to achieve efficient and high-quality delivery to students and promote job satisfaction and improved quality of working life for teaching teams.
- Focus on the delivery of quality educational outcomes and expected student experiences with the best utilisation of educators in a collaborative working environment, to meet the genuine needs of TAFE Queensland, employees, industry, and students. Educational Team Leaders are also responsible for leading and managing a teaching team or teams and performing associated administrative duties.

This position reports to the relevant Educational Delivery Manager

Key responsibilities

- Provide leadership, direction, instruction and guidance to educators and teaching teams to achieve team objectives and contribute collaboratively to the overall success of teaching teams.
- Oversee and collaboratively contribute to educational delivery programming and planning activities within teaching teams including the development of training and assessment strategies, yearly plans, and delivery timetables.
- Manage all relevant people processes related to teaching teams including, but not limited to:
 - completing and reviewing performance planning and development plans with team members.
 - actively participating in informal performance management processes and conversations with team members; and
 - actively participating in formal managing unsatisfactory performance processes for team members including the provision of feedback, review and assessment of a team members performance and provision of an outcome recommendation to the appropriate delegate.
- Monitor training and assessment quality and performance within teaching teams to ensure compliance with relevant legislation, standards, policies, practices and procedures including the Australian Qualifications Training Framework, and ensure coaching and feedback is provided to educators as needed.
- Provide recommendations and advice to supervisors on issues relating to staff management, student management and programming, and act as a conduit for technical and specific advice relating to the teaching area.
- Provide advice and generate solutions to facilitate the resolution of student complaints and employee performance matters and escalate matters to the next level of management as required/appropriate.
- Report on exceptions to budget forecasts and assist with the development and monitoring of budgets and team financial performance.
- Provide accurate and timely advice to students, staff and stakeholders in relation to TAFE Queensland operational requirements as they relate to education and training.
- Contribute to the success of transformation and cultural change through promoting and modelling the established values of Safety First, Working Together, Focussing on Our Customer, Showing Initiative and Taking Responsibility.

How you will be assessed

Within the context of the role description above, the ideal applicant will be someone who has the following key capabilities:

1. Demonstrated ability to lead vocational educational delivery including the capacity to plan and deliver education and training courses.
2. Apply knowledge, expertise and skills to provide professional development and mentoring to a multi-disciplinary educational team and the ability to positively respond to new directions and demands of the training market.
3. Demonstrated commitment to professional and self-development with a focus on qualifications/skills update and contemporary industry practices including safe, equitable and anti-discriminatory work practices.
4. Display highly developed interpersonal and communication skills including the ability to effectively liaise, consult and negotiate with internal and external key stakeholders.
5. Demonstrated ability to encourage creativity and innovation, attitude and ability to thrive within a dynamic, challenging and changing environment.

About you

Mandatory requirements:

- Vocational qualification and competencies at least to the level being delivered and assessed.
- Possession of one of the following training and assessment credentials:
TAE40122 - Certificate IV in Training and Assessment.

TAE40116 - Certificate IV in Training and Assessment.

TAE40110 - Certificate IV in Training and Assessment.

TAE50111 - Diploma of Vocational Education and Training.

TAE50116 - Diploma of Vocational Education and Training; or its successor.

TAE50211 - Diploma of Training Design and Development.

TAE50216 - Diploma of Training Design and Development, or its successor.

Higher level qualification in adult education (approved by TAFE Queensland).

- Current industry skills directly relevant to the training and assessment being provided.
- Current knowledge and skills in vocational training and learning that informs the training and assessment provided.
- Evidence of undertaking professional development in the fields of the knowledge and practice of vocational training, learning and assessment including competency-based training and assessment.

Note: Proof of qualifications and industry currency/experience to be provided at interview.

Highly desirable:

- A minimum of five (5) years' teaching experience within TAFE Queensland, vocational education and training (VET), or another post-compulsory education environment.
- High-level digital literacy skills, including demonstrated experience using a range of online Learning Management Systems (LMS).
- Proven leadership experience within a vocational education, training, or other post-compulsory education setting.
- Strong knowledge of educational delivery timetabling and resource planning.

How to apply



Applications must be submitted via [TAFE Queensland's recruitment portal](#).

To apply for this role, please provide the following:

- a detailed resume
- a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria.
- the contact details for two referees (one of whom is your current supervisor)



For more information,

- check out our [Applicant Information Guide](#)
- or visit [TAFE Queensland's website](#)

Additional information

- The duration of this position will be dependent on work demands and the availability of ongoing funding.
- You may be required to travel and work across the region.
- Travel and overnight absences from base may be required of this position.
- It would be highly desirable for the incumbent to possess a current driver's licence.
- A criminal history check will be initiated on the successful applicant.
- A non-smoking policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- If the successful candidate has been engaged as a lobbyist, a statement of their employment is required.
- You will be required to complete a period of probation of six (6) months.
- You will be required to complete a range of training activities within the onboarding and induction period, including systems training.