

ROLE DESCRIPTION

Educational Team Leader

 Campus: Loganlea Region: Brisbane	 Closing date: 4:00pm Friday 25 September 2026
 Portfolio: English Language and Migrant Education (ELME)	 For further information, please contact: Contact name: Toni Veillard Role: Operations Manager Email: Toni.Veillard@tafeqld.edu.au Or check out our Applicant Information Guide
 Award: TAFE Queensland Award – State 2016 Agreement: TAFE Queensland Educators Certified Agreement 2023 Classification Level: ETL1-4 Salary: \$116,193.84 - \$124,323.28 per annum, plus superannuation contributions of 12.75% of your salary	
 Status: Temporary full-time	 Winner: Queensland Large Training Provider of the Year 2024
 Job ad reference: TQ2026-933	

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:

- Have an opportunity to 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.
- You will 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. Education Team Leaders are also responsible for leading and managing a teaching team or teams and performing associated administrative duties.

This position reports to the Director of Faculty.

Key responsibilities

- 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, Taking Responsibility and Showing Initiative.
- 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.

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:

- Demonstrated ability to lead vocational educational delivery including the capacity to plan and deliver education and training courses.
- 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.

- 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.
- Display highly developed interpersonal and communication skills including the ability to effectively liaise, consult and negotiate with internal and external key stakeholders.
- Demonstrated ability to encourage creativity and innovation, attitude and ability to thrive within a dynamic, challenging and changing environment.

About you

Mandatory requirements:

- Vocational competencies at least to the level being delivered and assessed;
 - A recognised postgraduate qualification in Teaching English to Speakers of Other Languages (TESOL); and
 - A recognised undergraduate qualification (preferably in education); and
 - Recent teaching experience in teaching English to speakers of other languages to adult learners in Australia; and
- Possession of one of the following training and assessment credentials:
 - TAE40122 Certificate IV in Training and Assessment or its successor; or
 - TAE40116 Certificate IV in Training and Assessment; or
 - TAE40110 Certificate IV in Training and Assessment; plus:
 - TAELN411 or its successor or TAELN401A; and
 - TAEASS502 or its successor or TAEASS502A or TAEASS502B; or
 - A credential issued by a higher education provider which would enable the individual to satisfy the academic requirements for registration as a secondary school teacher and one (1) of the following credentials:
 - TAESS00024 VET Delivered to School Students Teacher Enhancement Skill Set or its successor; or
 - TAESS00019 Assessor Skill Set or its successor; or
 - TAESS00011 Assessor Skill Set; or
 - A diploma or higher-level qualification in adult or vocational 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:

- Five or more years teaching experience within TAFE Queensland, Vocational Education or another post-compulsory education experience;
- An approved teaching qualification.

How to apply

To apply for this role, please provide the following:



- a detailed resume including the contact details for two referees (one of whom is your current supervisor); and
- a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria.
- Applications must be submitted via [TAFE Queensland's recruitment portal](#).



For more information,

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

Additional Information

- You may be required to travel and work across the region.
- 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 and vaping policy applies across TAFE Queensland campuses, in TAFE Queensland buildings, offices and motor vehicles.
- If the successful applicant 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.