










# ROLE DESCRIPTION








## Foundation Educator, Electrotechnology

 <b>Campus:</b> Mount Isa, Townsville, Cairns, Chinchilla, Kingaroy, Toowoomba, Nambour or Bundaberg	 <b>Closing date:</b> 16 April 2025
 <b>Business Unit:</b> Building and Infrastructure/Primary Industries & Construction Trades	 <b>For further information, please contact:</b> <b>Contact name:</b> Rebel McLeod <b>Role:</b> HR Business Partner <b>Email:</b> TQElectricalTrainers@tafeqld.edu.au  <b>Or check out our <a href="#">Applicant Information Guide</a></b>
 <b>Agreement:</b> TAFE Queensland Educators Certified Agreement 2023 <b>Classification Level:</b> Foundation Educator  <b>Salary:</b> \$64,179.64 per annum, plus superannuation contributions of 12.75% of your salary, plus incentives	
 <b>Status:</b> Temporary full-time	 <b>Winner: Queensland Large Training Provider of the Year 2024</b>
 <b>Job ad reference:</b> TQ2025-721	

### 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.

				
<b>Safety first</b>	<b>Working together</b>	<b>Focusing on our customer</b>	<b>Taking responsibility</b>	<b>Showing initiative</b>

### Your opportunity

As a Foundation Educator of a TAFE Queensland teaching and educational delivery team, you will contribute to supporting quality learning services to a wide range of students.

This position reports to the Educational Team Leader.

## Key responsibilities

- Conduct tutorial activities designed by a supervising teacher, in a range of learning environments, including simulated, workplace, online or other mode of delivery, to revise and reinforce learning on content that has been previously instructed by a Teacher, Senior Teacher, Leading Vocational Teacher or Educational Team Leader.
- Facilitate learner skill development, provide support and guidance under direction and provide feedback to learners during skills development in preparation for assessment.
- Participate in compliance and quality assurance activities as required.
- Regularly liaise with educational team members to discuss issues such as tutorial requirements and content.
- Provide support to the educational team where students are engaged in assessment processes and where academic progression intervention is required.
- Undertake general administrative activities and monitor student progress.
- Maintain a safe learning environment and ensure students adopt and practise acceptable safety procedures and sustainability at all times.
- Contribute to the planning, design, development and review of educational programs and learning content as part of an educational team.
- Provide advice on industry trends and current industry practices.
- Co-ordinate, maintain and store required documents and records as per team requirements.
- Contribute to the achievement of TAFE Queensland's quality assurance processes by adhering to the implementation of quality systems, processes and documentation.
- Contribute to the success of transformation and cultural change through promoting and modelling the established values of Safety First, Working Together, Focusing 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:

- Possess industry-specific skills and knowledge relevant to the course/program for which tutorial support is being provided.
- Possess ability to contribute to course planning, development and assessment through participation and contribution within a team focused on student learning and skill development.
- Demonstrate capacity to strengthen the links between industry, community, education and other providers of education and training.
- Demonstrate commitment to self-development with the focus on student engagement, applied and active learning, instructional skills, current and emerging technology, maintaining and updating skills and contemporary industry practices.
- Possess ability to demonstrate instructional effectiveness including knowledge of contemporary industry practice, content knowledge, quality student interaction, technical applications, and ability to impart knowledge of accepted safety practices.

## About you



### Mandatory requirements:

- a) Possession of vocational competencies at least to the level of the unit(s) of competency that tutorial support is being provided;
- b) Current industry experience and skills directly relevant to the training and assessment being provided.
- c) Current knowledge and skills in vocational training, learning and assessment that informs practice, gained through ongoing professional learning and development.
- d) Possession of a licence, ticket, professional body credential or registration/accreditation that is relevant to the vocational area in which tutorial support is being provided (if applicable).
- e) Attainment of the training and assessment qualification required for Trainers in the National Vocational Education and Training Regulator's Standards for Registered Training Organisations (Certificate IV in Training and Assessment), within 12 months of commencing employment.

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

## How to apply

To apply for this role, please provide the following:

	<ul style="list-style-type: none"> <li>• a detailed resume including the contact details for two referees (one of whom is your current supervisor); and</li> <li>• a cover letter (maximum 2 pages) that outlines your experience, skills and abilities and responds to the 'How you will be assessed' criteria.</li> <li>• Applications must be submitted via <a href="#">TAFE Queensland's recruitment portal</a>.</li> </ul>
	<p>For more information,</p> <ul style="list-style-type: none"> <li>• check out our <a href="#">Applicant Information Guide</a></li> <li>• or visit <a href="#">TAFE Queensland's website</a>.</li> </ul>

## 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 may 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.