



POSITION PROFILE

Position Title:	Educator
Areas:	Community Services
Reports to:	Head of School

King's International College

King's International College is the adult education and training arm of the King's Group, which also comprises King's Christian Centre, King's Christian College and the Community Support Agency. Founded in 1996, the International College offers quality vocational education and training.

The College is a Registered Training Organisation (RTO) in the state of Queensland and all courses offered are nationally recognised. Courses for International Students are listed on CRICOS for student visa purposes.

Being part of a multifaceted campus offering education from pre-school to Advanced Diploma level is a unique feature of the International College. The College also works closely with Community Support Agency (CSA) in training people on employment assistance programs and in helping people into the workforce.

King's International College is committed to continuous improvement and development. This includes working in conjunction with duly authorised State Training Authorities, Federal Government departments, Industry Training Advisory Bodies and fully qualified industry specialists. King's progressive action has allowed the College to update and expand the establishment of programs in growth areas offering training programs that are practical, workplace relevant and meet all current statutory requirements.

The Mission of King's International College is to provide quality vocational education and training through a suite of accredited courses that cater for both the international and domestic markets. The overall aim is to provide education and training in a Christian-orientated environment for a skilled and adaptable workforce to meet the ever-changing needs of industry.

In bringing our mission to life, we are doing everything within our power to assist the wider community in reaching their full potential.

Position Summary

The position of educator primary responsibility requires the teaching and assessing of students in recognised King's International College programmes.

Key Responsibilities and Outcomes

Key requirements of the position are:

- Planning, preparation and delivery of effective learning and teaching programs that are evaluated positively.
- Ensuring that participants are supported to achieve optimal outcomes.
- Maintaining all course documentation, student participation records, student files & assessment evidence.
- Data entry in the student management system including but not limited to entering variations to students enrolled units, student results, creating and editing academic schedules & entering student attendance data.
- Designing training courses in accordance with national accreditation guidelines and AQTF standards (including but not limited to creating strategies for delivery and assessment & lesson plans).
- Designing learning and assessment materials in accordance with relevant competency and AQTF standards (including but not limited to mapping documents showing alignment between materials and assessment to relevant competency standard(s) or curriculum and assessment marking criteria and practical benchmarking).
- Providing a sufficient amount of feedback to each student (both verbal and written) on all assessment items that was constructive, directly relevant to the assessment criteria, positive and encouraging and if written - neat and legible
- Organising and supervising of students' work experience and vocational placements.
- Ensuring that all appropriate data collection and record keeping occurs, consistent with program guidelines and the AQTF requirements.
- Participating in the collaborative development and evaluation of courses and regularly monitor, through observation and evaluation, the effectiveness of the learning/teaching program (including industry validation and moderation activities).
- Maintaining teaching competency and currency of knowledge of relevant programs as required by the school or other relevant statutory authorities.
- Engaging in professional development aimed at continually improving quality service provision.
- Maintaining student records and samples of work and report on student performance to students, parents, the department and other stakeholders where applicable.
- Contributing to the development and implementation of program work plans;
- Undertaking successful collaboration with key stakeholders to assess educational requirements when applicable.
- A willingness to adopt and demonstrate the College's core values and to promote and maintain its image.
- Act in accordance to the organisation's values.
- Understand and adhere to all organisational policies.
- Opportunities to improve processes and systems in accordance with quality system methods are Identified and promoted.
- Initiatives that aim to improve ways of working (eg. Reviews & development of procedures) are supported and contributed to.

King's International College		PU6201.26(PP-Educator)
Version 2.00 27 Oct 2008	QMS document	Page 2

- Contributing to the development and implementation of the school objectives and school planning.
- Being available and accessible to students
- Providing students with a positive and professional experience at each point of contact
- Positive relationships with government officers and other organisations are developed and maintained.

Reporting

- The position reports to the officer nominated by the General Manager, namely, Head of School through to the Training Operations Manager.
- The incumbent is required to maintain excellent relationships with industry stakeholders.

Primary Delegations

- This position has no financial expenditure delegation.
- No other team members report to this position.

Education / Qualifications / Registration

- A relevant tertiary qualification , or equivalent;
- Registration – Registered Teacher with Queensland Board of Teacher registration;
- TAA40104 Certificate IV in Training and Assessment or equivalent;
- Five (5) years full-time industry experience.

Key Selection Criteria

KSC1 Ability to support the Mission and Purpose statement of King’s Christian Centre

KSC2 Ability to apply appropriate knowledge in order to plan and prepare teaching and learning programs in your nominated areas which meet the diverse characteristics, needs and learning styles of students; and are consistent with relevant syllabi, curriculum policies, work programs and education trends.

KSC3 Current demonstrated industry experience in the required field.

KSC4 Current demonstrated experience as a trainer.

KSC5 Demonstrated advanced interpersonal skills and a high level of written and oral communication skills.

KSC6 Demonstrated ability to set goals, establish work priorities, meet timelines and organise the work environment to meet organisational and individual goals.

KSC7 Demonstrated ability to contribute to continuous practice improvement within a quality management system using standards, policies, procedures and supporting documentation.

Notes

King's International College		PU6201.26(PP-Educator)
Version 2.00 27 Oct 2008	QMS document	Page 3

1. Key Selection Criteria are based on the requirements of the position and therefore any written applications must specifically identify their experience, skills, knowledge and abilities within their written application.
2. The Recruitment & Selection Panel, with reference to the demonstrated merit of applicant's claims as detailed in the written application, will determine their suitability for short listing to interview. If applicants do not meet or do not demonstrate their claims sufficiently within their written application the Recruitment & Selection Panel may exclude such applications from any further consideration.
3. It is essential that applicants describe, complete with examples, how they meet or exceed each of the Key Selection Criteria.
4. King's International College is an equal opportunity employer and adopts a no smoking policy.

Other Factors Relevant to the Position

The personnel assigned to the position will be employed according to the terms and conditions of employment as stated in the Contract of Employment offered by King's International College and the policies and procedures of the College.

NOTE: The essential job functions contained in this document describe the general nature and level of the work performed by personnel assigned to the position. They are not intended to represent an exhaustive listing or be inclusive or exclusive of all aspects of the role. The tasks and procedures involved in the performance of the job responsibilities may vary from day-to-day. However, major changes in areas of responsibility will require revision of the job description and sufficient notice will be given to the employee.

Staff Agreement

Date: _____

Completed and understood by:

Current Appointee: _____

Signature of Current Appointee: _____

Signature of General Manager: _____

King's International College		PU6201.26(PP-Educator)
Version 2.00 27 Oct 2008	QMS document	Page 4