POSITION:	**Trainer - Applied Digital Technologies (VETis)**
REPORTS TO:	**VETis Co-ordinator**
LOCATED:	**Hester Hornbrook Academy – Multi Campus**
DATE UPDATED:	**November 2021**

ORGANISATIONAL ENVIRONMENT

The Hester Hornbrook Academy (HHA) provides flexible education and learning options, including VCAL (Victorian Certificate of Applied Learning) and VETiS (Vocational Education and Training in Schools). Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students and integrate wellbeing and life skills approaches. Teachers and Youth workers work together to support students. We have classes and outreach learning options for students who are young mums, currently in or leaving out of home care, experiencing homelessness, or who have been disengaged from mainstream education.

JOB CONTEXT

Each HHA classroom is supported by a team comprised of a VCAL/VETis teacher and Youth Worker. The classroom team collaborates to provide a safe, respectful and productive learning environment. The team works in partnership with the students to understand and address the barriers to learning, to set and achieve academic, pathway and other life goals. The teacher and youth worker bring different and overlapping skills and experience to the classroom to provide a holistic response to the students' educational needs.

JOB PURPOSE

The Applied Digital Technologies Trainer will form a part of an education team and be the primary teacher/trainer for the Certificate II in Applied Digital Technologies VETis program. The Trainer is responsible for organising and implementing an instructional program in accordance with VET curriculum and registration requirements. The Trainer is expected to collaboratively and share leadership of the classroom with the Youth Worker, including decision making authority. A positive, professional and mutually respectful relationship with the Youth Worker is critical to the success of the model of education delivery.

A Trainer at this level will operate under general direction within clear guidelines following established work practices and documented priorities and work with our VETis team to develop VET hours for our students.

JOB OBJECTIVES

The primary responsibility of the Applied Digital Technologies Trainer is to deliver and promote learning within the school community.

Trainers at The Hester Hornbrook Academy should:

- Be familiar with the delivery of Certificate II in Applied Digital Technologies within a VETis program,
- Be able to demonstrate vocational competency equivalent to the certificate being delivered,
- Have relevant industry experience and be required to have worked in industry for a minimum of three years where they have applied the skills and knowledge of the units of competency being delivered.
- Have current industry skills directly relevant to the training and assessment being provided and current knowledge and skills in vocational training and learning that inform their training and assessment.
- Be able to maintain current industry skills by completing Professional Development annually, directly relevant to the training/assessment being undertaken.
- Be able to deliver curriculum and assessment tasks that caters for students with varying learning styles and ensure best practice in pedagogy.
- Apply an understanding of trauma-informed practice to support students in a way that is empowering and engaging for the student cohort.
- Have a thorough understanding of a range of interventions that promote engagement, build rapport and develop prosocial behaviours and relationships.
- Liaise with Youth Workers regarding student wellbeing and implementation of the pathway planning process and ensure all student wellbeing case notes, reports and VCAA records are maintained.
- Ensure that all Child Safe, risk management and HHA documentation is adhered to.
- Regular travel between HHA campuses is required.
- Contribute to a culture of continuous review, improvement of student learning outcomes and achievement of the HHA Strategic Plan (SP) and Annual Implementation Plans (AIP).
- Ensure services are delivered within the framework of MCM/HHA policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by the VETis Co-ordinator or delegate.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of Hester Hornbrook Academy and MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Internal Relationships	• Employees from the HHA team (e.g. Youth Workers & Educators) • Employees from Educational, Training & Transitions Team • Employees from the Homelessness, Justice & Family Services division
External Relationships	• Education Partners • External RTO's • Relevant community services providers • Student's communities

KEY SELECTION CRITERIA

Essential:

- TAE40116 Certificate IV in Training and Assessment (or TAE40110 plus units TAEASS502 and TAELLN411), a current full Victorian Institute of Teaching (VIT) registration or Permission to Teach (or be willing to obtain).
- Proven experience and necessary qualification to deliver Certificate II in Applied Digital Technologies within a VETis program,
- Be prepared to undertake professional development in their vocational area
- Be able to develop and deliver curriculum and assessment tasks that caters for students with varying learning styles and ensure best practice in pedagogy.
- Experience working with young people, LGBTQI young people and young people from diverse cultural backgrounds who have existing barriers to engaging in education.

OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS

Workplace Health & Safety:

HHA/MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all HHA/MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

Client Wellbeing and Safety:
We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

Operational Accountability:
HHA/MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- Satisfactory completion of safety screening including a current Working with Children check, National Police check, International Police check (if required), and the right to work in Australia.

LEADERSHIP CAPABILITY FRAMEWORK

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

KEY AREA	BEHAVIOURAL CAPABILITIES
PARTNERSHIPS	**Collaboration & Cooperation** Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things.
PARTNERSHIPS	**Influence & Persuasion** Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with.
PARTNERSHIPS	**Credibility & Integrity** Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised as being principled and as having expertise as a leader.
REPUTATION	**Provable Results** Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues.
REPUTATION	**Disrupting Disadvantage** Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.

PEOPLE	**Resilience & Bounce Back** Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.
PEOPLE	**Builds Capability & Realises Potential** Plays an active role in their own and others' development. Encourages and inspires others to realise ambitions and potential.
PEOPLE	**Safety First** Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others.

OUR VALUES

Employees are expected to commit to and demonstrate MCM's values:

TOGETHER	We are inclusive and accepting of difference. We work in highly effective teams and our people are connected across our organisation. We engage proactively with others to deliver outcomes.
COURAGEOUS	We speak up constructively in line with our convictions. We pursue our goals with determination. We are passionate about our advocacy role.
CURIOUS	We are inquisitive and ask why. We challenge the status quo. We actively explore the alternatives.
OPEN	We are transparent and have genuine, honest interactions. We listen and hear people's voices. We value and respect the autonomy of clients. We trust one another.
ACCOUNTABLE	We act safely in all our interactions. We manage within our financial and resource boundaries. We own our outcomes and decisions. We are proud of the work that we do.