

# POSITION DESCRIPTION



## Trainer and Assessor - Casual

### Jesuit Community College

#### About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### Our Vision

Building a Just Society

#### Our Mission

Standing in solidarity with those in need, expressing a faith that promotes justice.

#### Our Values

1. Welcoming – forming strong, faithful relationships
2. Discerning – being reflective and strategic in all we do
3. Courageous – standing up boldly to effect change

#### Our Purpose

We work to build a just society where all people can live to their full potential – by partnering with community to support those most in need and working to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

#### Position details

|                          |                                                                           |
|--------------------------|---------------------------------------------------------------------------|
| POSITION TITLE:          | Casual Trainer and Assessor                                               |
| PROGRAM:                 | Jesuit Community College                                                  |
| LOCATION:                | Richmond                                                                  |
| REPORTING RELATIONSHIPS: | This position reports directly to the Training and Administration Manager |
| EFFECTIVE DATE:          | 11 August 2025                                                            |

#### Position Purpose

1. To deliver training and assessment in the accredited and/or pre-accredited courses on scope in line with Trainer & Assessor qualifications, skills and currency. Our scope includes 22689VIC

Certificate I in General Education for Adults (Introductory) and FSK20119 Certificate II in Skills for Work and Vocational Pathways

2. To plan, deliver, assess and evaluate teaching programs and resources in collaboration with Jesuit Community College.
3. To carry out administrative and other non-teaching duties, including student enrolments. This will also include participation in Jesuit Community College team meetings and professional development.
4. To promote Jesuit Community College courses and programs where appropriate.

## **Program Purpose**

### **Jesuit Community College**

*Jesuit Community College*, is a nationally Registered Training Organisation (TOID 21800) and Victorian Learn Local Provider. It is a key initiative of Jesuit Social Services, supporting people who face significant barriers to further learning and, or access to, employment as a result of their previous educational experience.

The College puts strong emphasis on providing flexible and supported training to meet individual learner needs, which provides opportunities for learners to develop their skills and which creates an education and training pathway that supports learners move towards further study, work or further involvement in their community.

The College engages with and supports people from a range of social and cultural backgrounds, to enter or re-enter education and training. Many of these people face multiple and complex barriers to successful participation in education, training and employment. These people include early school leavers, those who are unemployed, indigenous Australians, people from culturally and linguistically diverse communities, people with multiple and complex needs, people at risk of homelessness, and people who have been engaged in the justice system.

## **Duties of the position (**

**Develop creative and innovative teaching and learning approaches in order to address the learning needs of people facing a range of barriers to participating in education, training and employment. This includes:**

1. Establish and maintain a learning environment that empowers and encourages students to take personal responsibility and is encouraging of them.
2. Trainers and Assessors delivering accredited courses must complete the relevant Skills Matrix.
3. Trainers and Assessors must undertake professional development in the fields of knowledge and practice of general education, training, learning and assessment.
4. For each period (specified below) the trainer and assessor must complete professional development in each of the required areas of:
  - a. Training & Assessment
  - b. VET (Vocational Education & Training)
  - c. Industry Currency
5. All Trainers /Assessors must participate in the development of a plan to undertake nine (9) professional development sessions over the calendar year.

6. Professional development logs must be submitted to the Training and Quality Coordinator for each of the following periods:
  - a. January - June
  - b. July - December.
  - c. <https://www.asqa.gov.au/rtos/users-guide-standards-rtos-2015/chapter-4-training-and-assessment/clauses-113-116-employ-skilled-trainers-and-assessors>
7. Ensure currency of Resume – to be reviewed, updated and submitted 30 January each year (signed and dated).
8. Develop and maintain effective liaison with students' support networks and other organisations as required.
9. In conjunction with the Training and Administration Manager, ensure all necessary lesson plans, assessment tasks, student attendance records and individual student work meet the Service Agreement for the Skills First Finding Contract and VET Quality Framework requirements.
10. Accurately document competency outcomes and submission of evidence.
11. Develop relationships with local organisations to increase student numbers and to enhance and broaden learning opportunities for potential students.
12. Nurture the artistic talent of the target group, assist them to plan and complete complex tasks and explore imagination and innovation within a supportive setting.
13. Provide advice to the Training and Administration Manager and/or other management staff on potential partnerships for training delivery and pathways into, through and out of, accredited courses delivered.
14. Assist in the development and maintenance of quality assurance processes in relation to program and course administration, design, delivery, assessment and evaluation of training resources.
15. Participate in assessment validations, design or assist in the design of assessments, create and update lesson plans
16. Provide administration support to the Training and Administration Manager when required
17. Participate in Jesuit Social Services' Induction & Orientation
18. Inform students of the College Student Handbook and the key components such as:
  - a. Access and Equity
  - b. Complaints and Appeals
  - c. Fees, Charges and Refunds
  - d. Seek assistance if students have disabilities or language & literacy requirement.
  - e. Distribution and collection of student evaluations
  - f. Proficiency in the use of MsOffice Suite (Ms365)

### Key Selection Criteria

1. Demonstrated experience delivering training in the scope of registration that meets your qualifications
2. Knowledge of VET Quality Framework, Victorian Skills First Funding Program and Australian Qualification Framework.
3. Understanding of learning theories and delivery styles appropriate to an adult learning environment, including young adults with multiple and complex needs.

4. Demonstrated teaching skills, including the ability to design and deliver accredited and non-accredited courses with a focus on engaging hard to reach and disadvantaged learners, access and equity.
5. Able to deliver engaging online and face to face learning experiences, assess learners' progress and adapt to challenges of online via Learning Management System and face to face learning.
6. capacity to engage with disadvantaged young people, families and communities.
7. Ability to work in a diverse team and in diverse training environments.

## Key Performance Indicators

1. 100% compliance with the delivery and assessment of training.
2. 100% compliance with Trainer record keeping in student files and attendance records.
3. 100% compliance with timeframes in submission of training evidence and delivery of training program.

## Key responsibilities of Jesuit Social Services Employees

### Service delivery/ Practice Framework (program delivery roles)

- Engage and build positive and constructive relationships with internal and external stakeholders and program participants
- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Communicate clearly with others
- Manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required.

### Team work and supervision (program delivery)

- Work effectively as part of a team, contributing to group outputs and reflective practice
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities.

### Continuous Improvement and Professional Standards

- Demonstrate a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

### Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support to all including Aboriginal and Torres Strait Islander peoples and those who identify as LGBTQIA+

- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory

## **Mandatory Position Requirements**

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence and own reliable vehicle
- Proof of eligibility to work in Australia
- Tertiary qualifications and/or experience in relevant field required and must hold a:
  - TAE40122 Certificate IV in Training and Assessment OR
  - TAE40116 Certificate IV in Training and Assessment OR
  - TAE40110 Certificate IV in Training and Assessment plus units:
    - TAE40111 (or its successor) or TAE4011A, and
    - TAE40152 (or its successor) or TAE40152A or TAE40152B OR
    - a diploma or higher-level qualification in adult education
  - Optional: hold the following units or willing to update via RPL
  - TAE40142 Access resources and support to address foundation skills in vocational practice
  - TAE40143 Integrate foundation skills into vocational training delivery

## **Safeguarding Children and Young People**

Jesuit Social Services takes child protection seriously, we undertake a range of checks and processes to ensure safeguarding of children, and you are required to meet the behavior standard outlined in our Code of Conduct.

## **Conditions of Employment**

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

## **Employee Acknowledgement**

I, \_\_\_\_\_ (please print name) acknowledge that I have read and understood the contents of this position description.

## **Employee Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

## **Position Description Approved by:**

**Stephen Ward**

**Executive Director Programs  
Participation and Pathways**

## **Position Description Review Date:**

**2 years from effective date**