Ozford College of Business is a well-established organisation located in the heart of Melbourne CBD. We are looking for an outstanding VET IT trainer/s to join our professional VET team and teach:

- Diploma of IT Networking and/or
- Diploma of Digital Media Technologies

If you are qualified to teach either or both of the above courses and have qualifications and relevant industry experience, we would like to hear from you.

Position responsibilities include:

**Daily Organisation**

- Demonstrate effective teaching practices;
- Setting and assessment of regular homework;
- Assessment of student work on a regular basis;
- Detailed planning of assessment tasks, including marking schemes;
- Reporting student results including communication with the VET Coordinator for monitoring student progress;
- Formal reporting of student results each term;
- Attending VET meetings as scheduled
- Other duties as instructed by the VET Coordinator.

**Curriculum**

- Delivery of current curriculum according to VET Training Package in course area;
- Ongoing development of curriculum in course area, including provision of detailed curriculum outlines for each course area;
- Implementing and self-managing curriculum review on a regular basis;
- Ensuring the efficient and effective delivery of curriculum;
- Ongoing professional development in course area and implementation of new ideas from professional development;
• Reporting and sharing with other staff the resources and ideas gained through professional development;
• Designing, developing, and implementing all assessment requirements;
• Submitting and verifying assessments in a timely manner as required.

Student Management

• Ensuring student academic performance is maximised;
• Building a positive rapport with students;
• Monitoring student academic performance closely and making recommendations to the VET Coordinator;
• Implementing student policies outlined by Ozford College in relation to student attendance;
• Implement strategies to motivate student learning;
• Familiarising yourself with the appropriate forms for student management and making use of them if necessary.

Qualifications

• Degree in IT Networking and/or Digital Media Technologies;
• Certificate IV in Training and Assessment TAE40110;
• A minimum of 3 years current industry experience and 2 years of teaching experience in a VET environment;
• Working with Children Check.

To be successful in this role you must be able to:

• Demonstrate current industry experience;
• Demonstrate effective teaching practice and VET knowledge;
• Carry out necessary procedures to meet various audit and regulatory requirements.

Experience/Knowledge/Skills Required

• The ability to engage students whilst delivering face to face training with attention to quality service and the principles of value and respect;
• The ability and willingness to understand and comply with the Policies and Procedures of Ozford and other guidelines as set out in the Staff Handbook;
• The ability and willingness to work within the workplace team;
• The willingness to continue to develop skills through workplace and industry staff development and training.
If you would like to be considered for this great opportunity, please apply below. You may also email your cover letter and resume to recruitment@ozford.edu.au.

To be eligible to apply for this position you must have an appropriate Australian or New Zealand work visa.

Please note that only short listed applicants will be contacted.

You will be asked the following questions when you apply:

- How many years’ experience do you have in a similar role?
- When are you available to start?
- What days are you available to work?
- Do you have a relevant degree or tertiary qualification?
- Rate your skill level using Microsoft Office products