

## POSITION DESCRIPTION

**TITLE:** Instructor

**IMMEDIATE SUPERVISOR:** Head of Diploma Programs

**DEPARTMENT:** Academic Group

**FUNCTION:** Responsible to the Head of Diploma Programs for preparation, teaching, assessment and coordination of student learning, as required.

### PRIMARY TASKS:

1. Facilitate student learning through preparation, teaching and assessment.
2. Lead student learning with flexibility and innovation and provide students with a learning environment that highly develops knowledge, skills and attitudes relevant to the employment sector.
3. Design, develop and administer assessment tools and compile and maintain required assessment records.
4. Maintain, as required, all relevant ACK and student records.

### PROFESSIONAL EXPECTATIONS:

1. Consult, counsel, liaise and provide advice to students and ACK staff, as appropriate.
2. Positively promote ACK and its programs.
3. Actively participate in professional development activities.
4. Demonstrate high level of professionalism and client service when dealing with staff and students.
5. Expected to make a significant contribution outside, as well as inside, of the classroom, utilising the skills, qualifications, and experience to the benefit of the College.
5. Maintain confidentiality of student information.
6. Fulfill other duties as required by the Head of Diploma programs.

**LEVEL OF RESPONSIBILITY:** To ensure that teaching and associated duties are carried out to a satisfactory standard.

**DIRECTION/SUPERVISION RECEIVED:** Undertake tasks under general direction and supervision, based on established practices and procedures, provided by the Head of Diploma Studies.

## **SELECTION CRITERIA:**

### **Essential:**

#### **Business Instructor:**

Formal Qualifications in Business or a related discipline at the level of Degree or above, with one of the following specializations: Hospitality, Information Technology, Logistics, Banking, Human Resources, Accounting and Financial Management or Marketing.

#### **Engineering Instructor:**

Formal Qualifications in Engineering at Degree level, with one of the following specializations: Mechanical, Electrical, Electronic, Marine, Aviation Maintenance, Civil, or Oil & Gas Exploration.

### **All Instructors:**

A recognized teaching Diploma/Graduate/Post Graduate qualification

Certificate IV in Training and Assessment, or agreement to complete this qualification, on the job

Relevant teaching and industry experience.

### **Desirable:**

Nil

ACK is an equal opportunity employer with high standards of performance in the application of contemporary management practice and principles such as workplace diversity and occupational health and safety.