

Canberra Institute of Technology

Position Description

POSITION NUMBER:	P51680
CLASSIFICATION:	EDUCATOR LEVEL 1
POSITION TITLE:	Education Support Educator
DIVISION:	Education Futures and Students' Division
BRANCH:	Health, Community & Science
SECTION:	Children's Education and Care
COST CODE:	1578
IMMEDIATE SUPERVISOR:	Head of Department - P51887

ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our [CIT Strategy 2025-2035: *Skilling for the future equipping you for life*](#). This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

OUR PEOPLE

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging,

connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the [ACT Public Service \(ACTPS\) Code of Conduct](#).

CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.

EDUCATION FUTURES AND STUDENTS' DIVISION

The Education Futures and Students Division offers a dynamic learning experience that equips students for success and lifelong employability, providing them with the tools and resources they need to thrive in a changing world. Led by experienced and innovative education leaders and educators, the division is committed to delivering future-focused teaching and enhancing student outcomes.

The division focuses on integrating leading-edge educational design and delivery technologies, supported by digitally enabled learning environments, innovative teaching methods, and robust academic quality and assurance systems. The division is dedicated to offering a wide range of student engagement and support services, ensuring that an increasing number of lifelong learners can study and upskill at CIT. Through strong collaborations with industry partners, CIT's education and training programs remain responsive to emerging skills needs and relevant to the local job market.

COLLEGE OVERVIEW

CIT Health, Community and Science is a teaching college comprising of five departments: CIT Children's Education and Care, CIT Community, CIT Human Services, CIT Science and CIT Wellbeing/CIT Fit and Well. This college offers VET training programs from Certificate II through to Advanced Diploma. The student cohort includes Australian School-Based Apprenticeships (ASBAs) and apprentices/trainees. At present, the college has a presence at CIT Bruce with authentic learning environments for CIT students at CIT Student Massage Clinic, CIT Fit and Well, CIT Dog Day Care, Burrumbah Early Learning Centre, nursing laboratories, and aged care and disability learning facilities. The leadership team of the college is the College Director and the heads of each of the departments. This position reports to the Head of Department Children's Education and Care.

DEPARTMENT OVERVIEW

The CIT Children's Education and Care Department delivers training in the areas of Early Childhood Education and Care and School Based Education Support. The department also delivers a range of customised industry specific programs including non-accredited courses for the continual education of industry professionals. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students.

THE POSITION

As a member of the teaching team within the Health Community and Science College, this role's primary responsibility is to deliver educational programs and facilitate learning to enable students to achieve their desired outcomes and qualifications. The role of an educator at CIT is diverse and as a professional educator key components of this position are to help, construct, guide and enhance the learning process of our students whilst maintaining strong connections with industry.

Under the direction of the Head of Department Children's Education and Care, an Educator Level 1 will perform a range of varied tasks including professional educational, administrative, and training duties. These activities may include providing a flexible and varied educational experience, assessment, and evaluation of learning outcomes, maintaining, and developing industry specific currency, liaising with local industry and the community to ensure the training provided is relevant and current and complying with relevant legislation and participating in the development and implementation of quality improvement practices.

Industry experience and relevant qualifications in the field of Early Childhood Education and Care are essential in this role, as is demonstrated experience in teaching and or mentoring junior staff.

RESPONSIBILITIES

Under the general direction of the Head of Department, the Teacher Level 1 will:

- Use of flexible, innovative, and blended learning tools to deliver educational programs that provide students the opportunity to achieve the required training outcomes. This may involve mentoring, facilitating student support and developing customised learning pathways.
- Apply CIT quality training and assessment systems which may include subject mapping, program review and improvement (PRI), moderation, industry validation, and the development of assessment tools, subject and teacher guides.
- Contribute to an inclusive high performing team through innovative practice, collaboration, and teamwork.
- Develop quality learning and assessment resources and apply them in a range of training environments. Administer the operational requirements of the Apprenticeship System, User Choice and Registered Training Organisation (RTO) Standards as well as other industry and government regulations.
- Maintain and enhance relationships with industry and internal stakeholders to promote, support and inform School Based Education Support programs. Support development and delivery of workforce development solutions to meet industry needs.
- Maintain vocational and industry currency through industry engagement and appropriate professional development activities including digital literacy as specified in Setting My Direction (performance management requirement).

- Market the College training programs to school, industry and community including but not restricted to, being actively involved with, and attending information sessions, career forums and open days.
- Maintain accurate and compliant records of student activity and performance. Maintain and update student progress and other details on the institute's student information management system.
- Perform educational and administrative tasks and other incidental duties as directed by the Head of Department.
- Contribute to organisational culture through the promotion and modelling of CIT's cultural traits and the ACT Public Service values and signature behaviours.
- Ensure that students and clients practice required safety procedures in the learning environment according to the Work Health and Safety Act and industry best practice.

PROFESSIONAL AND PERSONAL CHARACTERISTICS

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

- Education and Student Support - Demonstrated ability to provide quality learning experiences to a range of student cohorts including clear and timely feedback to students and strategies for improvement (this could include on the job training and mentoring).
- Professional expertise – Extensive Education Support experience across the sector with a strong knowledge of current and new industry practices in the field of School Based Education Support
- Demonstrated ability to work effectively as a team member, with minimum supervision utilising well developed interpersonal and communication skills.

Behavioural Capabilities

- Ensure all interactions of the department are consistent with the CIT Values, ACT Public Service Values and Signature Behaviours, workplace health and safety (WHS) frameworks; and mandatory reporting obligations concerning suspected child abuse under the Children and Young People Act 2008.
- Capability to apply CIT policies and principles in relation to VET, RTO Standards, and other educational standards.
- Demonstrated capability to effectively engage in a continuous improvement process.
- Create an environment that values and utilises the contribution of others.

QUALIFICATIONS AND EXPERIENCE

Mandatory Qualifications

Refer to the ACTPS CIT Educators EA 2023-2026, sub-Clause M10.4.

All employees engaged at the Educator Level 1 classification must:

- hold a Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent); or
- where the full qualification is not held, hold as a minimum prior to employment as an employee in any form, qualifications as required by the Standards for RTOs; and
- complete the full qualification within 12 months of engagement and be supervised by a suitably qualified person.

Clause M10.8 states that all employees at Educator Level 1.3 (TL1.7) to the Head of Department Level must hold a full Training and Assessment Certificate IV level qualification (such as a TAE40116 or equivalent) and a Diploma of Vocational Education and Training (or equivalent).

Registration/licensing

- All CIT and ACTPS employees are required to complete a criminal history record check form prior to employment.
- Prior to commencing this role, a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011 is required. For further information on Working with Vulnerable People registrations refer to - Apply for or renew a WWVP registration - Access Canberra.
- Driver's license Class C is essential.

Industry Experience

In accordance with sub-Clause M10.10 of the [ACTPS CIT Educators EA 2023 - 2026](#).

- All employees at Educator Level 1 or Level 2 are required to have relevant industry experience and vocational qualifications equal to that being taught, or as specified in the applicable training package or accredited curriculum specifications.

DESIRABLE

A minimum of five years' experience in the field of Early Childhood Education and Care, and the holding of a Bachelor of Early Childhood degree.

Office use only

Date Position Description updated: 1.9.26

RITM Number: