

Canberra Institute of Technology

Position Description

POSITION NUMBER:	PN P39650
CLASSIFICATION:	EDUCATOR LEVEL 2
POSITION TITLE:	Senior Educator
DIVISION:	Education Futures and Students
BRANCH:	CIT Pathways, Business & Leadership
SECTION:	Year 12
COST CODE:	33570
IMMEDIATE SUPERVISOR:	PN P51884
RESTRICTIONS:	TQI registration
CONDITIONS:	Maximum teaching load of 120 hours per teaching year

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 Pathways, Business and Leadership is a teaching college comprising of five departments: CIT Accounting, Legal and Project Management, CIT Business, CIT English Language, CIT Year 12 and CIT Foundation Skills and TAE. This college offers VET training programs from pre-certificate I (or foundational level) through to Advanced Diploma, and the ACT Senior Secondary Certificate — accredited by the ACT Board of Senior Secondary Studies. At present, this college has a presence at CIT Woden, CIT Bruce, CIT Fyshwick, CIT Tuggeranong and CIT Gungahlin. The leadership team of the college is the College Director, Heads of Departments, Project Innovation Officer and eLearn design support. This position reports to the Head of Department.

DEPARTMENT OVERVIEW

The ACT Senior Secondary Certificate Program at CIT operates as a college-based model under the ACT Board of Senior Secondary Studies (BSSS), providing a recognised post-school education option within a vocational education and training environment. The program supports adult and young adult learners to complete the ACT Senior Secondary Certificate while preparing for further study, training, or employment through flexible, student-centred delivery aligned to both CIT requirements and the BSSS system.

The program aligns with the CIT Strategic Plan, supporting priorities related to skills development, career readiness, and increased participation in VET pathways. Delivery is undertaken by TQI-accredited teachers who contribute to curriculum development, design and implement unit-based assessments, facilitate structured learning activities, and participate in moderation processes to ensure consistent and comparable assessment judgements. Teachers also support students in preparing for the ACT Scaling Test (AST) to enhance ATAR outcomes and post-school pathway options.

Delivery is primarily based at CIT Bruce, with satellite delivery at CIT Woden for selected subjects including English, Pathways, and Essential Mathematics. The program operates within an adult learning environment and is committed to fostering inclusive, innovative, and student-centred learning experiences.

THE POSITION

Under the direction of the Head of Department, an Educator Level 2 performs a range of activities including professional, quality assurance and certification, educational, administrative, and training. These activities may include providing a flexible and varied educational experience, development and quality assurance of training products and evaluation of learning outcomes.

The primary focus of the Educator Level 2 position is to provide educational leadership and certification oversight within the CIT Year 12 Department. The role supports student achievement, progression and successful completion of the ACT Senior Secondary Certificate while maintaining compliance with ACT Board of Senior Secondary Studies (BSSS) requirements.

The position incorporates the Certification Liaison function with the BSSS and is responsible for supporting the integrity of certification processes, student package compliance, ACT Certification System (ACS) administration and student completion monitoring. The role works collaboratively with teaching staff, specialist liaison officers and student services staff to support positive educational outcomes and successful student transitions.

Relevant teaching qualifications with full registration through the Teacher Quality Institute (TQI), together with demonstrated experience teaching BSSS courses in an ACT College setting and knowledge of BSSS certification and associated compliance processes, are essential.

RESPONSIBILITIES

Under the general direction of the Head of Department, the Educator Level 2 will:

- Support the leadership, coordination and delivery of the ACT Senior Secondary Certificate program, including curriculum implementation, assessment, moderation, certification and quality assurance requirements.
- Monitor student achievement, progression and completion, implement appropriate interventions, and support successful pathways to further education, training and employment.
- Provide educational leadership, mentoring and professional support to educators, fostering high-quality teaching, learning, assessment and continuous improvement.
- Contribute to educational governance, self-assurance, compliance and continuous improvement activities, including maintaining accurate educational and certification records and supporting compliance with BSSS, TQI, CIT and legislative requirements.
- Provide professional advice and support to educators and stakeholders on curriculum, assessment, student matters and educational practice, exercising sound judgement in complex or sensitive situations.
- Build effective working relationships with students, staff, support services and external stakeholders to promote collaboration, high-quality outcomes and a positive student experience.
- Support the Head of Department in workforce planning, capability development, implementation of profile planning initiatives and ongoing improvement of the Year 12 program.
- Model CIT Values, ACT Public Service Values and Signature Behaviours, and comply with all relevant workplace health and safety, Respect Equity and Diversity, privacy, child safety and legislative obligations.
- Undertake other duties appropriate to the classification as directed.

Qualifications and Desirable Experience

- Relevant secondary teaching qualifications.
- Current Teacher Quality Institute (TQI) registration.
- Experience teaching BSSS-accredited courses in an ACT college or senior secondary setting.
- Knowledge of ACT Certification System (ACS) processes and ACT Senior Secondary Certificate requirements.
- Experience coordinating or contributing to senior secondary processes including certification, moderation, AST administration, vocational education and training programs, student pathways planning including apprenticeships (ASbAs) further education and employment pathways, and pastoral support.
- Experience in educational leadership, mentoring and professional support to teaching staff.

Mandatory Qualifications

Refer to the ACT Public Sector Canberra Institute of Technology (Educators) Enterprise Agreement 2023-2026.

All employees engaged at the Educator Level 2 classification must:

- Hold a full Training and Assessment Certificate IV qualification (such as TAE40116 or equivalent).
- Hold a Diploma of Vocational Education and Training (or equivalent).

Registration/licensing

- All Canberra Institute of Technology (CIT) and ACT Public Service (ACTPS) employees are required to complete a criminal history record check prior to employment.
- Prior to commencing this role, applicants must hold a current registration issued under the Working with Vulnerable People (Background Checking) Act 2011.
- Teacher Registration: Current and valid approval to teach with the ACT Teacher Quality Institute (TQI).
- Approved Working Status: Australian citizenship, permanent residency, or a valid visa with the right to work in Australia.
- Driver's Licence: Current Class C driver's licence desirable.
- Pre-Employment Medical: This position does not require a pre-employment medical assessment.

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.

Selection Criteria

1. Educational Leadership and Management of Educational Activities

Demonstrated ability to provide educational leadership and contribute to the achievement of departmental goals through the management and coordination of education and related activities. Proven ability to mentor, coach and support educators, build capability, promote innovation and continuous improvement, and positively influence teaching, learning and assessment practice.

2. Specialist Knowledge and Educational Expertise

Demonstrated high-level knowledge and experience in ACT Senior Secondary education, including BSSS curriculum, assessment, moderation, certification, quality assurance and compliance requirements. Ability to apply specialist expertise to provide advice, resolve complex educational issues and support quality educational outcomes within a senior secondary and vocational learning environment.

3. Planning, Quality Assurance and Continuous Improvement

Demonstrated ability to plan, implement, monitor and evaluate educational programs, systems and practices that support student achievement, progression and completion. Experience contributing to quality assurance, self-assurance, continuous improvement and compliance activities, including maintaining accurate records and using evidence to inform educational practice and organisational improvement.

4. Communication, Collaboration and Stakeholder Engagement

Highly developed communication and interpersonal skills with demonstrated ability to build effective working relationships, collaborate across teams, provide professional advice and influence outcomes with a diverse range of stakeholders. Ability to work effectively within a leadership team and contribute to organisational objectives through cooperative and consultative approaches.

5. Judgement, Initiative and Professional Practice

Demonstrated ability to exercise sound professional judgement, analyse complex educational and operational matters, manage competing priorities and make informed decisions within legislative, policy and quality assurance frameworks. Demonstrated commitment to professional and ethical practice, modelling CIT Values, ACT Public Service Values and Signature Behaviours while maintaining compliance with BSSS, TQI, workplace health and safety, child safety and other legislative requirements.

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Date Position Description updated: 1 September 2026

RITM Number: