



Position Description – Student Success Coach

Position Details

Position Title:	Student Success Coach
College/Portfolio:	Vocational Education
School/Group:	Learning and Teaching
Campus Location:	Based at the City Campus but may be required to work and/or be based at other campuses of the University.
Classification:	Teacher Level 2 – 5
Employment Type:	Fixed Term
Time Fraction:	1.0 FTE

RMIT University

RMIT is a multi-sector university of technology, design and enterprise with more than 96,000 students and close to 10,000 staff globally. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo, two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University?

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

College of Vocational Education

The purpose of RMIT's College of Vocational Education is to empower learners and our industry, community and government partners to succeed in the new world of work. Our five-year strategic roadmap, [ALiVE@RMIT](#), purposefully guides everything we do in vocational education to deliver our vision: to position RMIT as a leading multi-sector provider with global impact and influence.

Led by our Pro Vice Chancellor, the College of VE is reimagining how we deliver vocational education to create unique experiences for our students and partners, so we can:

- lead in practice-based learning
- empower learners for the future of work
- engage industry and community at scale
- grow for impact and influence

The College of VE is delivering impact through transformation that creates long-term change.

[Our strategy - RMIT University](#)

Learning and Teaching Innovation

Guided by our student-centred approach, the College of VE empowers high-performing educators to deliver exceptional learning experiences by:

- Accelerating online delivery and embedding learnings from COVID-19 and
- Enabling a new and unique approach to practice-based learning

With a central focus on learning and teaching innovation, driven by a culture of continuous improvement and underpinned by strong governance, the College of VE strives for excellence in quality, compliance and policy oversight.

Position Summary

The Student Success Coach plays a pivotal role in guiding and empowering students to achieve their full potential within the courses offered by the College of Vocational Education. Working directly with students across a range of programs, this role will employ specialist learning strategies and develop appropriate learning activities to support students to meet course learning outcomes. The Student Success Coach will be required to work collaboratively in a team-teaching situation with vocational teachers when providing specialist support to students with Learning, Literacy and Numeracy needs.

The role also includes provision of targeted student support, identification of at-risk students, identification of barriers to academic success and referral to additional support services.

The incumbent will use their strong interpersonal, written and oral communication skills to engage students and work effectively with vocational teachers, influencing classroom practice where appropriate. You will have a proven track record supplying Learning, Literacy and Numeracy support in an education background with a strong understanding of the VE sector and a demonstrated understanding of specialist LLN teaching methodologies.

Positions with either a Language, Literacy or Numeracy specialisation are available.

Reporting Line

Reports to: Associate Director, Student Success

Direct Reports: None

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Provide direct support for learners with LLN needs through a range of strategies (including direct instruction, delivery of scaffolding and/or adjusted learning activities, assessment and monitoring of progress).
- Assist with the development and implementation of student individual learning plans as required.
- Monitor student LLN progress and implement intervention strategies to help students achieve satisfactory course progress.
- Manage and maintain a learning environment which promotes safety, security and optimal outcomes for learners.
- Participate in the design, validation, moderation and evaluation of programs to ensure continuous improvement as and when required.
- Participate in implementing robust measures to monitor, report, and address students' academic and overall wellbeing.
- Ensure consistent high-quality teaching standards, champion a continuous improvement culture, and actively engage in professional development processes.
- Keep abreast of relevant information and industry best practice.
- Perform tasks and responsibilities as directed by the line manager, ensuring flexibility and adaptability to meet the evolving needs of the department and organization.

Key Selection Criteria

1. **Interpersonal & Communication Excellence:** Demonstrated ability in effective teaching, consultancy, and strong presentation with adeptness in various teaching techniques. This includes highly developed written and oral communication skills and effective partnership-building abilities.
2. **LLN Expertise:** Proficiency in delivering tailored strategies in LLN Speciality and well-developed teaching skills, including selecting and using a wide range of strategies appropriate to a diverse student population and the competency standards required such as direct instruction, scaffolding, and adjusted learning activities, coupled with experience in designing individualized plans considering students' well-being, cultural backgrounds, demographics and academic challenges.
3. **Collaborative Approach:** Proven ability to work effectively in a team-teaching environment to address LLN-specific needs and provide academic student support.
4. **Support for At-Risk Students:** Demonstrated capability to develop, implement, and review strategies ensuring guidance for students at risk.
5. **Technology Integration in Learning:** Ability to integrate technology into learning programs, emphasizing the enhancement of student outcomes, and proficiency in computer-based skills, including Windows software and internet tools.
6. **Student Engagement & Motivation:** Proven track record in creating engaging learning activities and guiding students to maximize their learning outcomes.
7. **Mandatory:** 3 years teaching experience with high level LLN expertise.

Qualifications

- Certificate IV in Training and Assessment (TAE40116) or equivalent
- An AQF7 or higher qualification in adult education (LLN specialised)

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Fixed Term Staff

As a minimum requirement VE Teachers appointed to fixed term positions are required to possess the vocational, assessment and delivery competencies.

The appointee must hold the *TAE40116 Certificate IV in Training and Assessment*. Teachers, who do not possess the *TAE40116*, must be enrolled to complete the qualification and will be subject to RMIT supervision requirements. Teachers without assessor competencies are not permitted to assess training packages.

Teachers without the delivery competencies may deliver training, provided they have the vocational competencies at least to the level of those being delivered and receive regular guidance, support and direction from a designated person who does hold the mandatory qualifications and monitors and is accountable for the training delivery. This arrangement must be documented in the teacher's annual work plan. Records of regular meetings documenting the nature of the guidance, support and direction by the designated person must be documented in the workplan.

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Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date:
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