



Position Description

TITLE: **VET COORDINATOR – COBBLEBANK CAMPUS**

Report to: Director of Learning and Teaching - Cobblebank Campus

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 3

Tenure: Three years

Time Allowance: 8 periods per cycle

The VET Coordinator is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate a capacity to integrate Church teachings into all aspects of curriculum.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

STATEMENT OF DUTIES

Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for students.
- Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Demonstrate ability to provide duty of care for students in relation to their physical and mental health formation.
- Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.

Teaching Duties and Responsibilities

- Be aware of MACS schools Flourishing Learners position statement –*Vision for Instruction*.
- Implementation of explicit instructional practice.
- Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program.
- Actively lead teaching team processes for curricular/lesson planning, assessment design, moderation, and data analysis.
- Lead high-quality professional conversations that enhance professional knowledge, expectations, and practice.
- Facilitate team-based leading that involves engaging with research evidence and data, intentionally practising strategies in classrooms and reflecting on the impact.
- Model, mentor and coach teachers towards instructional excellence through evidence-informed lesson demonstrations, instructional coaching, observations, and feedback.
- Support the effective use of data and assessment to track learner progress over time and to evaluate the effectiveness of programs and practices.
- Actively build team psychological safety and collective efficacy.
- Participate in the staff appraisal process.
- Contribute to the enactment of the Vision for learning at the College through a solution-focussed coaching model.
- Promote and foster the implementation of the College strategic plan and annual implementation plan.
- Set goals for developing and implementing a culture of best practice in learning and teaching.
- Develop and monitor strategies to promote growth in student literacy and numeracy.
- Promote the development of students and staff as lifelong learners.
- Demonstrate a capacity to lead effective change management

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processes.

- Attend Domain Leader meetings.
- Build capacity in teaching staff through a solution-focused coaching model.
- Model and promote 21st-century evidence-based pedagogy.
- Contribute to any College curriculum reviews.
- Ensure an annual review of the teaching and learning programs, including curriculum documentation.
- Coordinate the development and implementation of the curriculum.
- Coordinate and moderate assessment processes within specific subjects and learning areas.
- Be responsible for maintaining high standards of teaching effectiveness in subjects and learning areas and maintaining the quality of curriculum development and evaluation.
- Encourage the appropriate integration of ICT across the curriculum in the learning area.
- Initially, interview and assess potential SBAT applicants.
- Arrange sign-up of SBAT with the Apprenticeship Centre.
- Facilitate and monitor progress of students undertaking VET external subjects and SBATs.
- Liaise with Learning Areas to ensure compliance with VET assessment requirements and compliance procedures.
- Counsel VCE-VM and VPC students on their VET course and work placement matters.
- Work with the VASS Coordinator to ensure that all VET SBAT registrations are appropriately entered, oversee, and monitor accurate enrolment of all VET and SBAT students on VASS system.
- Liaise with employers and TAFE regarding any issues in VET and SBATs, including visits and phone calls.
- Delegate employer visits when necessary.
- Attend VET cluster meetings, ATIP meeting and other meetings regarding funding arrangements and requirements associated with VET delivery.
- Collaborate on initiating new VET courses at the College, including providing facilities and negotiating appropriate auspicing arrangements.
- Coordinate the writing of units and work programmes, ensuring the agreed format is used.
- Convene regular College after-hours meetings of staff teaching in the learning area.
- Ensure teachers follow the required course documents, e.g.

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Victorian Curriculum and VCAA.

- Facilitate the development and monitor assessment within the VET learning area, ensuring there are regular common assessment tasks at all year levels.
- Prepare all the required documentation for Year Level Course Information Booklets.
- Participate in the Domain and Learning Leaders Committee that oversees curriculum developments at the College.
- Report to the Domain and Learning Leaders Committee and/or staff meetings on special events in VET learning area.
- Support Domain Leaders to oversee curriculum development, standards, and delivery of all VET courses within the College including reporting.
- Induct teachers new to VET.
- Institute quality assurance measures for the College to ensure that VET subjects are taught and assessed in accordance with Government requirements.
- Ensure employers regularly update and approve Student Logbooks, if doing a Structured Workplace Learning (SWL) unit only.
- Assist with transition, Careers and Pathways for students with additional learning needs.
- Liaise with Applied Learning Leader for managed pathways e.g. Learning Diversity and other VET/SBAT related issues.
- Provide VET analysis data to MACS as required.
- Oversee Structure Work Place Learning (SWL).
- Present information to VET, VCE-VM and VPC classes on undertaking SWL, obligations, procedures, and documentation.
- Assist students, together with the Learning Diversity Leader to find relevant work placement e.g. Learning Diversity students, when necessary.
- Liaise with parents regarding placement details and requirements.
- Attend appropriate Year Level Information Evenings e.g. VCE, VCE-VM, and VPC Information Night.
- Oversee safe storage of advertising brochures, subject newsletters, magazines, and Professional Learning opportunities within the learning area and distribution to other teachers.
- Liaise with the Librarian concerning the purchase of general reference materials (including inspection copies) related to the learning area and ensure resources are available for current teachers of the subject and technicians.
- Manage the learning area budget(s) and oversee the ordering of general reference materials (including inspection copies), resources

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and equipment appropriate to the subject or learning area through liaison with the College Librarian and where appropriate, the Finance Manager. As part of this process, Domain Leaders will monitor the balance of money allocated to that subject or learning area and ensure resources are available for current teachers of the subject and technicians.

- Responsible for periodic inventory stocktakes of subject resource materials and equipment, and for their storage and care.
- Consult with the Diversity Leaders over the appropriate use of the Learning Support staff in the subject and learning area.
- Make recommendations to the Principal and the College's senior management team on staff allotments in the subject and learning area.
- Provide leadership, guidance, and encouragement for staff in the learning area.
- Monitor the opportunity for, and provision of, Professional Learning time for teachers in the learning area through liaison with the Deputy Principal Learning and Teaching and the Deputy Principal Operations, Staffing and Strategic Intent.
- Actively promote the learning area in the College community.
- Organise activities in the specific subject or learning area for orientation days.
- Coordinate any excursions particularly related to the learning area.
- Promote and facilitate opportunities to enhance the learning of high achieving students.
- Promote opportunities for students requiring additional support to develop academically and remain engaged in their learning.
- Demonstrate professional and collegiate relationships with colleagues.
- Attend all relevant College meetings, after hour events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Be an active member of a relevant professional association as duties permit.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism. • Demonstrated understanding of the Church's teachings and the staff members role in the mission of the Church. • Demonstrated capacity to integrate the Church's teachings into all aspects of curriculum. • Demonstrated ability to help students understand and appreciate Catholic teachings through personal example. • Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA). • Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Teaching Skills and Experience	• Demonstrated strong interpersonal skills in the context of relating to staff, students, parents/carers and College support groups and members of the community. • Demonstrated highly developed communication, planning, decision-making and negotiation skills, including the ability to communicate with students, parents/carers, and the wider College community. • Demonstrated expertise and experience in the areas of Learning and Teaching and Wellbeing in a Catholic College context. • Demonstrated experience in leading best practice in the management of people and resources. • Demonstrated ability to build capacity in others. • Demonstrated experience in the use of ICT. • Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the SIF and plan for innovation. • Demonstrated passion for learning and ability to share this with others. • Demonstrated ability to utilise data to improve student outcomes. • Demonstrated ability to successfully lead change. • Demonstrated ability and willingness to accept policy directives.

SELECTION CRITERIA

- Demonstrated highly effective time management skills.
- Demonstrated ability to work as part of a team – highly relational.
- Exhibit self-motivation and confidence with an ability to build capacity in others.

Essential:

- Teaching qualifications.
- Current Victorian Institute of Teaching (VIT) registration.
- Accreditation to teach in a Catholic school (or working towards accreditation).
- CPR qualifications (training provided).