



Melbourne Archdiocese
Catholic Schools



St Francis
CATHOLIC COLLEGE

TITLE: VET TEACHER

Report to: VET Coordinator

The VET Teacher 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.

Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Provide students with a child-safe environment.
- Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety.

STATEMENT OF DUTIES

- Provide an exemplary standard of pastoral care to staff, students and parents/carers.

Teaching Duties and Responsibilities

- Be aware of MACS schools Flourishing Learners position statement –*Vision for Instruction*.
- Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program.
- Lead high-quality professional conversations that enhance professional knowledge, expectations, and practice.

VET Training and Assessment

- Deliver engaging and compliant training.
- Develop and implement lesson plans, practical activities, and simulations aligned with the training package.
- Conduct competency-based assessment including practical demonstrations, written tasks, and workplace evidence.
- Provide timely feedback and support to students to achieve competency.
- Maintain accurate training and assessment records in accordance with RTO requirements.

Curriculum Planning and Development

- Plan and sequence curriculum in accordance with Training Package requirements, VCAA VET program guidelines and School curriculum frameworks.
- Develop industry-relevant learning activities including case studies and simulated clinical tasks.
- Ensure curriculum reflects current healthcare industry practices.
- Support students to develop professional behaviours expected in healthcare settings.

Student Support and Development

- Monitor and support student progress, wellbeing, and engagement.
- Provide guidance regarding career pathways in health and community services.
- Promote inclusive learning practices to support diverse learners.
- Assist with coordination of Structured Workplace Learning (SWL) placements.

Workplace Learning and Industry Engagement

- Liaise with healthcare providers, hospitals, and community organisations.
- Support students in preparing for work placements, including workplace expectations and safety.
- Maintain industry currency through engagement with health sector professionals.

STATEMENT OF DUTIES

Compliance and Quality Assurance

- Ensure delivery and assessment comply with Standards for RTOs, VCAA VET requirements, School and MACS policies.
- Maintain assessment validation and moderation processes.
- Participate in internal audits and quality reviews.

Collaboration and Professional Practice

- Work collaboratively with VET Coordinator, Pathways staff, Learning area teams, and External RTO partners.
- Contribute to professional learning communities within the College.
- Engage in ongoing professional development to maintain industry and training currency.
- 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 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 ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).

SELECTION CRITERIA

	<ul style="list-style-type: none">• Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Demonstrated experience delivering VET training in a secondary College or adult learning environment.• Demonstrated understanding of competency-based training and assessment.• Demonstrated strong knowledge of healthcare industry practices and workplace expectations.• Ability to engage and support secondary College learners.• 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.• 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:

SELECTION CRITERIA

- Relevant Vocational Qualification.
- Certificate IV in Training and Assessment (TAE) or equivalent.
- Current Victorian Institute of Teaching (VIT) registration or Permission to Teach (PTT).
- Working with Children Check if not a holder of VIT registration
- CPR qualifications (training provided).