



VET Coordinator

Title	VET Coordinator
Classification	POL 2
Time Allowance	14 periods per cycle
Value Range	As per the MEA
Employment Stats	Ongoing
Length of Appointment	3 years

The VET Coordinator is appointed by the Principal and is accountable to the Principal through the Assistant Principal (Learning).

The VET Coordinator works closely with the Head of Senior School, Head of Learning (10-12), Careers Practitioners, VCAL Coordinator and Learning Support Leaders to ensure the development and implementation of a comprehensive Vocational Education and Training program at Marcellin.

The VET Coordinator at Marcellin College is responsible for implementing the College's Vision for Learning with a focus on VET and assisting students with options beyond school within related tertiary and industry areas. They are also responsible for implementing the College philosophy and modeling and supporting the goals of the College Mission – Education, Spirituality, Community and Justice.

The VET Coordinator is expected to support the vision and goals of the College as a learning community and to be involved in professional development and ongoing learning.

RESPONSIBILITIES:

The VET Coordinator is to provide a vision for and leadership in the provision of a quality VET program that is consistent with the College's School Improvement Framework and the goal of improving student outcomes.

EDUCATION IN FAITH

- To support the Assistant Principal (Mission) with the implementation of the College's Catholic mission and seek opportunities to enhance the faith dimension of the College that reflects best practice within a Catholic Marist context
- To actively promote and model the Marist Charism and walk in solidarity with those in greatest need
- To support the Religious Education Learning Coordinator in the development and implementation of Marist Spirituality and the Religious Education programs

LEARNING and TEACHING

To work in collaboration with the Assistant Principal (Learning), Head of Senior School, Director of Learning, Head of Learning (10-12) and other key staff in overseeing the development, administration and leadership of the VET and associated programs at Marcellin College. This includes but is not limited to:

- Developing a whole-school approach and understanding in the area of VET and associated future pathways for students with reference to College priorities that is reflective of best practice and research
- Providing current resources and relevant information to students, staff and parents to assist in making informed decisions related to VET options and associated future pathways

Assessment and Reporting

- In collaboration with the Assistant Principal (Learning) and key staff assist in the implementation of the College's Assessment and Reporting policy and procedures with a focus on effective assessment and reporting that is consistent with external VET requirements
- To liaise with external providers to ensure all assessment and reporting requirements are adhered to including VET reporting templates and compliance requirements

Data Analysis

- In collaboration with the Head of Senior School, Director of Learning, Head of Learning (10-12), Careers Practitioners, VCAL Coordinator and other key staff provide up-to-date data relating to VET enrolments and associated pathways

STUDENT WELLBEING

To work with the Head of Senior School to provide a holistic education for students in Year 10 to 12. This includes:

- Provide the Head of Senior School the necessary information that may impact upon Student Promotion

Students and Programs

- To conduct parent interviews with prospective students regarding available VET options and TAFE courses. This may include working closely with the VCAL Coordinator and other key staff as required
- To liaise with the Learning Support Leader (Students) to provide advice and assist in individual learning pathways for funded and non-funded students for Year 9, 10 and beyond
- To work with the Careers Practitioners in the provision of careers related services at the College
- To attend PSG Meetings (Program Support Group) or case management meetings when required
- To administer the Structured Workplace Learning programs within the College
- To coordinate and monitor employers and students involved in work placements as part of VET programs
- In the event of an accident during work experience and structured workplace learning, facilitating the completion of the necessary WorkCover documents.

Subject Selection

- In collaboration with the Head of Senior School, Head of Learning (10-12), Careers Practitioners, VCAL Coordinator and other key staff provide key information and resources to support the College's subject selection process across focused on VET options and requirements, and associated future pathways
- To provide advice and support materials for students and parents outlining the VET program at Marcellin including an overview of internal and external VET subjects
- To work with members of the Senior Pathways Team and assist in the organisation and preparation for the annual Learning Pathways & Transition Expo including liaising with external VET providers
- To assist in the Year 9, 10 and VCE subject selection process including Subject Selection Interviews
- To work closely with the VCAL Coordinator in their role to support students in selecting VET options within the VCAL program

Orientation/Transition programs

- In collaboration with the members of the Senior Pathways Team assist in the implementation of student orientation and transition programs including College Open Days as required

Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with the College's child safe policy and code of conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment
- Demonstrate duty of care to students in relation to the physical and mental well being

LEADERSHIP and MANAGEMENT

- To be an active member of the Learning and Teaching (Key Learning Area) Team and Senior Pathways Team
- To provide model leadership, vision, direction, strategy and innovation within the VET program to improve student outcomes.
- To oversee and manage the administration of VET and Dual Certificate Programs
- To coordinate VET subjects within the College for VCE and VCAL students
- To work closely with the VCAL Coordinator to liaise with providers of VET programs and assist in linking students undertaking VET subjects to an appropriate TAFE/VET Course
- To liaise with the VASS Administrator, collate and enter VET course details and semester results
- To liaise with the relevant support staff to process all VET enrolments for VCAL and VCE students
- To oversee the registration requirements are adhered to for all VET & Pathways programs
- To report to College Finance & Administration Department regarding CEM funding
- To be an active member of the Learning and Teaching Team and the Senior Pathways Teams:
 - As a member of the Learning and Teaching Team, actively contribute to the development and review of policies, processes and programs that enhance the quality of learning and teaching across the College.
 - Working with all members of the Learning and Teaching Team and staff to foster a culture of learning including supporting Learning Leaders in exploring various VET options.

Department

- To provide effective educational leadership within the VET program to improve team performance and build the collective efficacy of staff involved in teaching VET
- To develop a Strategic Plan for VET at Marcellin; monitor and evaluate its progress with reference to the College's strategic framework
- To engage in consultation with colleagues about curriculum matters and to act as a conduit for communication between the Learning and Teaching (Key Learning Area) Team and their Department
- To prepare and monitor the relevant Department budget including TAFE Fee Payment
- To prepare the annual Resource List for the Department
- To purchase, maintain and develop resources for their learning area, liaising with the Resource Coordinator when required
- To provide information for other regular communications including MyMarcellin, College social media (Twitter), communication screens, staff briefings, daily student bulletin, contributing to The Eagle eNewsletter and other College publications (Ad Altissima, Annual Report)
- Maintain an awareness of current educational research, trends and pedagogy and work with staff to continually improve current courses and teaching practices consistent with an approach that is future focused

Staffing

- To work with Human Resources, the Assistant Principal (Learning), the Office of the Assistant Principal (Operations) and other key staff in the recruitment and induction of new staff, and to provide advice regarding teaching allocations, relevant qualifications and other staffing matters in relation to the College's VET program
- To exercise supportive and positive educational leadership supporting staff teaching internal VET subjects

Professional Learning

- To facilitate strategic internal professional learning programs to build staff capacity focused on areas identified as College priorities within the Learning and Teaching sphere that promote a whole-school approach to VET
- With the support of the Assistant Principal (Learning), Director of Learning and Heads of Learning provide support and professional learning to build staff capacity in the teaching of VET and support staff in attaining the appropriate qualifications (Certificate IV in Training and Assessment)
- To work with staff in the development of individual Teacher Portfolios to support their professional and personal growth consistent with the College's coaching framework

SCHOOL COMMUNITY

- To liaise with TAFE institutions concerning students' attendance and performance.
- To oversee and manage relevant documentation regarding VET student study plans (administration, student work evidence).
- To audit VET subjects for Victorian Registrations and Qualifications Authority regulations (Quality Assurance).
- To liaise with Registered Training Organisations and develop the relevant Memorandum of Understanding with each RTO.
- To visit TAFE institutions to foster school / community relationships.
- To collate VET information concerning student study plans from external providers.
- To oversee VETIS (VET in Schools) enrolments with the Inner Melbourne VET Cluster (IMVC).
- To represent Marcellin College in networks beyond the school (e.g. Gateway LLEN).

Other duties as requested from time to time by the Principal.

The duties outlined above may be subject to variation from time-to-time as the administrative arrangements for the College unfold.

CRITERIA

Applicants should be able to demonstrate:

- A commitment to Catholic education and the Marist Charism
- A commitment to Child Safety
- A clear vision for the College's VET and applied learning programs in the context of a comprehensive boys Catholic secondary College
- High quality educational leadership, interpersonal and administrative skills
- An ability to work within a collaborative decision making framework focused on school improvement and high performance
- Proven success as a teacher
- A commitment to ongoing personal professional development
- Appropriate qualifications and educational experience

The position is employed in accordance with the terms and conditions of the Victorian Catholic Schools and Catholic Education Offices Multi-Employers Agreement which includes being available to the Assistant Principal (Learning) during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Marcellin College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.