



ROLE DESCRIPTION

<u>POSITION TITLE:</u>	VET Coordinator
<u>REPORT TO:</u>	Deputy Principal: Teaching and Learning
<u>CLASSIFICATION:</u>	Education Support Officer – Category B – Level to be determined on qualifications and experience.
<u>POSITION STATUS:</u>	Ongoing, Part-time (FTE to be determined)
<u>LEAVE:</u>	All school holidays

The VET Coordinator's role is to establish, oversee and the delivery of VET programmes according to staff skills and school resources. The VET Coordinator works collaboratively with the Deputy Principal Teaching and Learning and teachers to ensure the delivery of the VET program. The VET Coordinator facilitates collaboration with parents, business and industry, postsecondary institutions and community organisations to support students' transition to postsecondary education and employment

Leadership

To effectively and efficiently:

- Promote the value and importance of the curriculum area amongst the school community
- Manage and lead VET Teachers in ways that respect the professional experience and expertise of its members and their professional practice and learning.
- Support the charism of St Mary of the Cross MacKillop and the Sisters of St Joseph and the Catholic Identity of the school.
- Model best practice and to be generous in leadership and support of the members of the VET area.
- Source resources to assist teachers to teach with an understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.

Curriculum and Students

- Investigate, establish and oversee the delivery of VET programmes according to staff skills and school resources informed by research.
- Liaise with all parties (students, parents, employers, RTO's) involved with the provision of VET courses including representation at network meetings.
- Review and validate VET programmes with RTO and Director of Teaching and Learning.
- Ensure that monitoring, review and evaluation processes and procedures are documented and practiced.
- Ensure VET teachers maintain Learning Areas in SIMON.

- Ensure that a supportive curriculum is implemented for students within the NCCD and with English as an Additional Language or Dialect (EAL).
- Assist teachers to implement strategies that demonstrate an understanding of the impact of culture, cultural identity and linguistic background on the education of students from Aboriginal and Torres Strait Islander backgrounds.
- Promote to students, parents and staff the value of VET for students from Year 10-12 in VCE and VCAL programs.
- Provide information to the School community regarding VET opportunities for students.
- Promote and support the integration of VET to Senior School studies.
- Ensure semester teaching programmes meet course requirements and are completed according to the required timeframe by VET teachers.
- Coordinate VET professional development for updating TAE qualifications for teachers.
- Ensure work placement opportunities are provided and monitor student placement and achievement.

Administration and Data

- Participate in data analysis of VCE (VET) subjects within the VET area.
- Coordinate, monitor and ensure accurate enrolment, assessment and achievement data for all VET courses has been entered into VASS.
- Communicate with RTOs in regard to student attendance and outcomes.
- Organise extra qualifications, such as, but not limited to, First Aid, White Card.
- Ensure for VET enrolment, results and qualifications data to meet VCAA deadlines.
- Oversee the validation of course delivery and assessment standards between VET teachers and the RTOs.
- Provide VET subject enrolment numbers to the Business Manager for the completion of budgets.
- Update the Business Manager on VET subject enrolment numbers, once confirmed, for accurate payment of invoices.
- Complete transition interviews with all Year 10 students electing to study an external VET subject.
- Ensure all parents are well informed of the requirements and costs of the VET course, via letter.

Committee Affiliation:

The VET Coordinator will attend:

- VET Domain Meetings (Lead)
- Curriculum Committee meetings
- Teaching and Learning Staff meetings
- Staff Meetings
- Staff Briefing

Other Duties:

To undertake other duties as designated by the Principal.

Child Safety:

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.