



# Position Description

<b>Position Title</b>	<b>VET Electro Technology Teacher</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Augustine's College
<b>Location</b>	57-65 Church Street Kyabram
<b>Enterprise Agreement and / or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Classroom Teacher (Classification from CEMEA)
<b>Remuneration</b>	TBC (Annual rem excluding superannuation)
<b>FTE</b>	0.2 FTE
<b>Status</b>	Fixed Term
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Victorian Catholic Education Authority (VCEA), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- that the values of the Gospel are central to who we are, what we do, and how we act
- that we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- that a strong sense of community is dependent on the quality of our collegial relationships
- that each person's potential is fostered through the dedicated ministry of Catholic Education
- in leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

St Augustine's College is a co-educational Catholic college proudly providing student-centred learning experiences from Foundation to Year 12.

St Augustine's College has a proud tradition of providing Catholic education to students from the Kyabram district and beyond.

At our college, the sense of community and partnership with families is key to the learning success and wellbeing of our students. As a college, we embrace our Catholic identity and witness this daily in words, symbols, and actions.

All members of staff are expected to support the school's Catholic ethos, traditions and practices, and apply these to their work at all times.

## Position Summary

The Trade Training Centre VET Alliance is between St Augustine's Secondary College Kyabram, St Mary of the Angels Secondary College Nathalia and Nathalia Secondary College allowing for the unique expanded VET options for students across the three campuses, encompassing a range of VET (Vocation Education Training) subjects offerings.

The Trade Training Centre VET Alliance is seeking a suitable qualified professional in our St Augustine's College VET Electrotechnology campus In Kyabram.

## Key Responsibilities

<b>Duties</b>	<ul style="list-style-type: none"><li>• Normal teaching duties as required by the Principal</li><li>• Development and establishment of appropriate teaching strategies</li><li>• To focus on what is conducive to excellent teaching in the learning area</li><li>• To deliver the required VCE VET program as per course guidelines from the RTO</li><li>• To prepare lesson plans</li><li>• To process student results and associated student administration; maintaining effective record keeping including attendance records</li><li>• Report student progress to parents</li><li>• To work with VET Program Coordinator and RTO in fulfilling ASQA Compliance and annual audit requirements</li><li>• Attend College Parent teacher meetings, parent information sessions, College Senior Pathway Night and external professional development opportunities</li><li>• To attend staff and RTO meetings with VET Program Coordinator</li><li>• Ensure that Trade Training Centre tools and Equipment are properly used and maintained</li><li>• Ensure students are adequately supervised in the Trade Training Centre</li><li>• Maintain effective discipline procedures and follow College Policies and Procedures</li><li>• To conduct classes timetabled as required</li></ul>
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## **Mandatory Responsibilities and Requirements**

### **Compliance with CES Ltd Policies and Procedures**

- All CES Ltd policies and procedures are available in either PolicyConnect and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### **Compliance with Occupational Health and Safety**

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### **Compliance with Child Safety Legislation**

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Academic or trade qualification as an Electrician and demonstrated work experience: and</li> <li>• Certificate IV in Training and Assessment, with</li> <li>• Eligibility for Victorian Institute of Teaching registration highly regarded</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge of VET requirements and processes for VET classes</li> <li>• Sound Knowledge and understanding of the compliance requirements for ASQA in Certificate II Electrotechnology</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A commitment to student wellbeing and educating the whole child</li> <li>• Ability to adhere to all college policies and procedures which outlines the commitment to providing a Child Safe environment</li> <li>• Knowledge of the 11 principles within the Child Safe Standards</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Highly developed computer skill and literacy</li> <li>• Ability to use interactive technologies, web and electronic media, in the classroom and for administrative and other matters</li> <li>• Organised and flexible, with the ability to prioritise workload, manage multiple tasks and be proactive</li> <li>• Committed to a high-performance team environment</li> <li>• Committed to student wellbeing</li> <li>• Effective interpersonal skills, proven ability to maintain positive relationships with students, staff, parents and community members</li> <li>• Ability to adapt and operate effectively in a demanding and evolving environment</li> <li>• A commitment to achieving best practice</li> <li>• A high standard of personal presentation</li> </ul>