



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

VET & Career Co-ordinator

Position Level	ACT Co-ordinator (0.5) to (1.0)
Salary Range (Full-time)	\$ 119,751 to \$ 126,542 (based on skills and experience)
Reports To	Principal – Jacqueline Heffernan
Location	Carroll College - Broulee NSW
Employment Type	Full-Time
Employment Status	Fixed-Term
Employment Term	27 January 2021
Hours Per Fortnight	76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	<p>We have an exciting opportunity for a VET & Career Co-ordinator to join our vibrant community at Carroll College, Broulee.</p> <p>Please note that this position is for an initial two-year period with an opportunity for further extensions. Two further extensions (each of four years) will be offered based on performance outcomes. The position will be underpinned by a permanent (ongoing) teaching position within Catholic Education. The commencement date for this position is 27 January 2021.</p>
Position Duties	<p>As a Careers Coordinator</p> <p>The Careers/Pathways Teacher undertakes to:</p> <ul style="list-style-type: none">• Embed high expectations and the pursuit of excellence as pervasive aspects of school culture• Carry out all responsibilities in a professional and ethical manner• Act consistently and effectively as a role model for others

- Encourage other staff to undertake their responsibilities in an equally professional and ethical manner
- Seek and engage in professional learning opportunities
- Be conversant with school policies relevant to their work and act when perceived breaches occur.

SPECIFIC DUTIES:

- Advice/counselling to students regarding tertiary education and other post-school options as well as subject choices
- Distribute and displaying of relevant careers material
- Distribute scholarship materials to students and parents and assist students in applying for them
- Organise attendance at careers markets and tertiary open days in the area. Groups such as CSU, ANU, CIT etc.
- Work with students to apply to UAC
- Organise and running of Futures Week for Year 10
- Organise and ensure completion of All My Own Work in Year 10
- Advise parents and students when other various careers markets are occurring
- Coordination of work experience for students of the College.
- Assist in the management of students (careers counselling and subject choice). This includes Year 10 to Year 11 subject information evening and follow-up meetings and phone calls with parents and students. This will include UNI pathways but also TAFE courses, VET courses.
- Foster school and industry partnerships and liaising with both government and non-government providers, such as workability, TAFE and local businesses.
- Work alongside the Pastoral Team to assist in offering information on a career pathway for students who do not fit the usual mould of school.
- Write newsletter items on all things careers.
- Organise TVET and SBAT in consultation with Assistant Principal (Curriculum and Achievement)

As a VET Coordinator

- Be willing to work co-operatively to achieve solutions
- Organise student support for special celebration days within the College community, eg. Carroll Day, House feast days etc.
- Works closely with colleagues in relation to all matters relating to VET.
- Communicate effectively with parents and the wider community through conventional and social media
- Facilitate parent information sessions and meetings
- Communicate with all staff through effective channels
- Identify ways in which pathways may assist in addressing the pastoral needs of students

- Promote restorative practices in relation to managing behavioural issues and conflict.
- Contribute to the improvement of teaching through the professional development of staff and the conducting of professional conversations
- Engage in Professional Learning relating to the area of VET.
- Attend network meetings and events within both the local and broader community in order to enhance knowledge and relationships pertaining to vocational education.

SPECIFIC DUTIES:

- Oversee the VET program and ensure core outcomes and regulations are being met at the highest possible standard
- Liaise with our CE RTO to ensure all VET requirements at the College level are as required
- Ensure appropriate documentation is up to date and records kept
- Ensure all VET regulations and requirements are adhered to, particularly in relation to assessment, teacher currency, registers and work placement
- Liaise with the AP Curriculum in matters pertaining to VET
- Appropriately manages the VET budget
- Completes workplace visits where necessary and reports back to the Exec
- Identifies and investigates possible future VET opportunities and staffing issues and succession planning
- Identifies and investigates possible future VET opportunities and follows process for implementation where necessary
- Works collaboratively with the College Executive in planning for staffing and offering new VET opportunities
- Network with Moruya TAFE regarding access to TAFE for students with special learning needs or who are at risk of dropping out of school
- Manage RPL (Recognition of Prior Learning) and credit transfer processes
- Manage SBAT and Industry Based Learning
- Manage TVET
- Participate in the planning and implementation of VET facilities as required
- Make recommendations with regard to the improvement of VET facilities and equipment
- Assist in monitoring maintenance requirements for VET facilities
- Any other duties as directed by the Principal

**Please note: This position has a part time administration assistant*

As a Teacher

- Demonstrate at all times active support of CE and school policies and procedures

- Create a learning environment which stimulates learning and promotes excellence and which accepts and acknowledges the needs of students to be both challenged and supported
- Make the best use of resources available
- Use a variety of teaching and learning techniques to meet individual needs as far as is possible
- Identify learner needs, conferring with specialist staff in the school when necessary
- Present and explain criteria for assessment to students in advance
- Provide timely and useful feedback about completed assessment items to students
- Fulfil all requirements relating to assessment and its documentation
- Communicate in a clear, respectful and professional way in order to optimise each student's development
- Attend all lessons and be punctual to class
- Maintain professional confidentiality on information about students
- Be proficient in the use of IT as a teaching and administrative tool
- Other duties within your capabilities as directed

Record Keeping & Reporting

- Plan, prepare, record and evaluate work to be undertaken by classes
- Mark and assess students' work and keep complete and accurate records of each student's progress
- Communicate with parents in written reports and parent teacher interviews and at other times as required
- Carry out administrative tasks thoroughly and punctually

As a Member of Staff

- Is a positive and professional role model
- Communicate with and establish effective and cooperative working relationships with teaching and non-teaching colleagues
- Help enable the best use of shared resources
- Undertake playground, class and other supervisions according to rosters as required
- Actively uphold the values of the College
- Work with colleagues to review and develop the curriculum and write course documents
- Attend staff and faculty meetings

Professional Development of Self and Staff

- Undertake regular professional development, such as reading and attending courses, for the development of knowledge and skills on a personal basis, to take into account current developments relevant to the needs of students and the requirements of the curriculum

	<ul style="list-style-type: none"> • Keep abreast of knowledge and curriculum development in teaching areas as well as current developments in educational thinking • Contribute to the professional development of other staff members by sharing knowledge, ideas and resources.
Skills, Attributes and Experience	<p>Knowledge & Understandings</p> <ul style="list-style-type: none"> • An understanding of and commitment to the Church's mission in Catholic education and the capacity to contribute to the spiritual and community life of the school • A sound knowledge of the Australian Curriculum with the ability to organise, select and design content for effective teaching and learning • Relevant qualifications and professional experience • Current WWVP clearance <p>Professional Abilities</p> <ul style="list-style-type: none"> • Classroom management and organisational skills that create supportive and safe environments including managing challenging student behaviours and meeting a variety of learning needs • Successful planning and implementation of teaching programs • A comprehensive understanding of assessment and reporting strategies and the need to provide effective and timely feedback to parents and students <p>Personal Qualities</p> <ul style="list-style-type: none"> • The capacity to be a proactive member of a professional learning community complying with legal, administrative and professional requirements • Highly effective communication and interpersonal skills so as to engage positively with colleagues, students and parents • Is committed to continual improvement by taking responsibility for personal and professional accountability.
Qualifications	<ul style="list-style-type: none"> • Must hold a relevant Working with Children registration and Teaching Accreditation • Must have commenced or completed relevant degree • TAE40116 (Certificate IV in Training and Assessment) • Experience teaching VET subjects is preferable

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5234 5427 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).