

Position Information Document

Education Support Officer

Future Pathways: VET & Transition Coordinator

Position Details

Role Title:	Future Pathways: VET & Transition Coordinator
Directly Responsible to:	Deputy Principal Learning and Teaching for overall operations and ultimately responsible to the Principal.
Classification Level:	Grade 4, Subclassification: Administration <i>Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers</i>
Weeks per year:	41 weeks
Hours worked per week:	22 hours per week
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

Role Context

The Future Pathways: VET and Transition Coordinator role provides leadership and direction to the learning pathway of all students, with a particular focus on students engaged in SACE. The role involves:

- Working closely with the Learning and Teaching Team, to oversee and implement the design, assessment and evaluation of all courses taught in VET and ensuring that they fulfil the requirements of the Australian Curriculum and the South Australian Certificate of Education (where applicable).
- Assisting students to develop meaningful pathway plans, in conjunction with families, staff, and key industry, government and educational stakeholders.
- Supporting programs and opportunities for students that promote the exploration of possible job pathways (eg. Work Experience, short courses, volunteer work).
- Providing support, pathways discernment and subject advice.
- Work collaboratively with the Careers and University Liaison to provide a comprehensive approach to student pathways and planning.

Role-Related Responsibilities

The successful applicant will be responsible to the Principal for:

1. Leading Pathways

Lead, develop and promote a future pathway for each student:

- Promote and monitor VET/TAFE/'Work Ready' initiatives to students and families.

- Working closely with the Learning and Teaching Team, to develop meaningful and innovative VET for all students that reflect Government policies and grants.
- Develop positive relationships with industry, RTOs, and Government to develop individualised pathway plans and employability skills for students.
- Review and implement contemporary educational and vocational practices.
- Promote, lead and support student transition programs in conjunction with the Learning and Teaching Team.
- Working collaboratively with Diverse Learning Team with developing transition pathways for students with disabilities.
- Foster and develop business relationships with identified service providers.
- Develop an understanding and advice on TGSS – training guarantee for SACE students

2. Work with students and families

Establish and nurture positive relationships with students and families, encouraging ongoing dialogue and exploration of possible pathways.

- Recognising student's unique gifts, career aspirations and capabilities, facilitate the development of a pathway plan for every student.
- Facilitate student, parent and staff professional learning in the areas of student pathways.
- Organise and deliver the induction program for students undertaking workplace placement by delivering the following units: Equal Employment Opportunity, Work Health and Safety, Child Protection and supporting them in completing Risk Assessments.
- Support in the organisation, monitoring and reporting of structured work placements for students in the outside school hours.
- Liaise with employers and offer counselling and support for students during Structured Work Placement.
- Raise awareness and consult with students, parents, teachers and training providers to advise on relevant career pathways for students.
- Under the direction of the Deputy Principal Learning and Teaching and Director Learning and Teaching organise and be responsible for the Career Pathways evening/expo.
- Promote and support learning initiatives, which include: celebrations, publications, events, excursions and competitions.

3. Resources

Coordinate, organise and be responsible for the stewardship of the resources associated with student pathways.

- Under the direction of the Deputy Principal Learning and Teaching and Director Learning and Teaching submit, manage and facilitate assigned curriculum budget, maintaining appropriate records and controls for transparent and correct application.
- Ensure compliance of current insurance obligations of both the workplace provider and the school/department as it pertains to the work placement, including any insurance limitations for specific work placements as prescribed in the 'Workplace Learning Procedures 2024' (or as amended or replaced).

4. General Duties

Establish and maintain a strong, positive, proactive presence in our community, promoting and celebrating student pathways.

- Contribute to school publications and develop a pathways engagement presence with students, staff, families and the wider community.
- Maintain and develop VET relationships with schools and registered training organisations.
- Liaise with, and report to, TAFE and other external training providers.
- Monitor and report on the allocation of VET funding.
- Provide an annual report on the VET and Careers program.

5. Other Duties

- Promote a safe working environment for all staff students and volunteers.
- Report any unsafe work practices to the Risk and Compliance Manager or WHS committee.
- From time to time there may be a need to work additional hours, remunerated in accordance with the SA Catholic Schools EA 2020 (as amended or replaced)
- Expected to attend the CESA Vocational Education Network Day
- Any other duties as directed by the Principal.

Person Specification

The employee will demonstrate:

- A commitment to the Catholic Dominican ethos of the school and our vision;
- Demonstrate an understanding of and capacity to support and promote the Catholic tradition and the Dominican ethos of the College;
- Seek to deepen their understanding of the Dominican charism and approaches to education;
- Highly developed communication and written skills including highly developed IT competencies in the Microsoft suite as a minimum;
- Demonstrated experience in managing a process from inception to completion resulting in a good outcome;
- Ability to build, develop and foster relationships with parents, the wider school community and employees, whilst maintaining a high degree of integrity, confidentiality, sensitivity and discernment;
- Accuracy and attention to detail in all aspects of the role, as well as highly developed administrative systems and procedures;
- Demonstrated experience working with databases, data management & manipulation and providing statistical information for external agencies, reports for the Executive Leadership Team and college Board;
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the Work Health and Safety Act 2012 (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.

In addition, all employees are expected to:

- Be familiar with and understand Cabra's WH&S policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WH&S policies and procedures.
- Complete WH&S education and training modules as required.
- Use correctly any equipment provided for health or safety purposes.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check)
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)
- HLTAID012 Provide an emergency First aid response in an education and care setting
- Learning Manager modules, as issued by the Catholic Education Office, as required

In addition, all employees are expected to:

- Provide copies of awarded qualifications if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.

Conditions of Employment

- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.
- It is essential that the person appointed to this position has the appropriate, formal qualifications.
- The "Weeks per year" and "Hours per week" identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie
Principal

Date

Employee Name

Date