

# VET Manager

## Position Information Document

<b>Name</b>	
<b>Classification</b>	This position is classified as a POR2 and is considered to be a senior leadership role within the College
<b>Commencement</b>	Week beginning 21 January 2019
<b>Tenure</b>	Fixed 3 year term
<b>Salary</b>	Salary at appropriate Step plus Band 2 POR 2 allowance
<b>Screening</b>	Please note that the position is subject to ongoing satisfactory police and other screening clearance procedures throughout the duration of employment.
<b>Special Requirements</b>	Release time of 6 lessons per week is allocated to this role. This may be amended annually based on the College's annual strategic needs. Teaching qualifications/training experience is essential. Some out of hours work is required.

### POSITION OBJECTIVE/SUMMARY

The VET Manager is expected to be a transformational, passionate and creative leader who actively works with the community to establish and implement a relevant VET curriculum. VET programs and experiences are integral to the College curriculum, so together with the Principal and the General Manager Teaching and Learning, the work of the VET Manager addresses the effectiveness of the College's vocational pathway teaching and learning programs.

By managing the planning, delivery, validation and moderation of training and assessment, resources, tools and materials of the VET programs and the Work Experience/Placement/Trial program, the VET Manager ensures the identified competency requirements of the training packages are delivered in accordance with the VET Quality Framework and the contracts/schedules/agreements with Registered Training Organisations.

Success will be achieved through strong leadership, the development of professional partnerships with the community, the provision of high quality education and by ensuring that the St Patrick's Vision and Mission permeates all aspects of the College.

Strong liaison and partnerships with key stakeholders will be central to the success of the delivery of a relevant VET curriculum which is responsive to growth trends in the Australian labour market. Key



stakeholders include students, staff, parents, RTOs, business groups, industry groups, schools, employers and other key stakeholders associated with VET and careers education/advice.

The VET Manager facilitates the provision of proactive, high quality career pathway counselling services to enable the achievement of the College's strategic and development plans, thus ensuring excellence in teaching and learning.

### **KEY WORKING RELATIONSHIPS**

The VET Manager reports to the Principal through the General Manager Teaching and Learning and has key working relationships with:

- General Manager Teaching and Learning
- General Manager Student Wellbeing
- College Executive Team
- 11/12 Student Manager
- Teaching & Learning Team
- Faculty Managers
- Staff
- Students, parents/guardians
- RTOs, GTOs, Employer/Industry Groups
- Wider Community

### **SENIOR LEADERSHIP**

As a senior leader within the College, the VET Manager will:

- promote the spiritual life of the College through visible leadership of our Catholic Identity
- live out the St Patrick's Technical College Vision and Mission
- promote harmony within the staff and encouragement in the performance of their duties through communication, consultation, accessibility and suitable delegation of responsibility
- attend Teaching and Learning Team Meetings and contribute generously and strategically to the workings of the team
- contribute to the development of the College Strategic Plan and work towards meeting these goals
- maintain high professional standards, work inclusively with all staff, and model collaborative leadership with appropriate confidentiality
- assist in the resolution process of informal and formal grievances, ensuring that complaints are treated confidentially and in a sensitive, fair and timely manner
- have a working knowledge of CESA/College Policies and guidelines
- Assist with:
  - College organisation and attend College functions
  - whole College events such as Open Days/Evenings
  - College tours



- planning and monitoring of relevant College calendar events in relation to VET
- staff interview panels as required
- enrolment interviews
- regular reviews of all College and CESA Policies and Procedures relating to VET
- community events as required
- show a commitment to further study or professional learning in Religious Education and/or Educational Leadership
- be open to review and appraisal of their leadership
- participate in Staff Induction and in Staff Review processes

## **KEY DUTIES AND RESPONSIBILITIES**

### **Leading the Management of the College**

- Monitor and support staff and students in upholding CESA/College policies and practices which are related to VET/Work Experience, including formulating and reviewing relevant policies and practices, and the documentation and reporting of key performance indicators
- Manage and monitor VET planning, delivery, validation and moderation of training and assessment to ensure training packages are delivered in compliance with the guidelines of the VET Quality Framework, Training & Skills Commission (TaSC) and the contracts/schedules/agreements with Registered Training Organisations
- Ensure the College's vocational education pathways are effectively managed, including promotion, enrolment, monitoring and evaluation of success
- Effectively coordinate, manage, evaluate and enhance all aspects of the Work Experience/Placement/Trial program to ensure the successful participation of all students and employers in the program
- Support the Operations Manager to monitor the training and assessment facilities, the provision of resources, tools and materials associated with VET Programs to ensure training, Work Experience, VET Quality Frameworks, TaSC and WHS compliance requirements, including the wearing of PPE, are met at all times
- Negotiate with TAFE SA/RTO principal lecturer(s) on the composition of competency-based programs
- In conjunction with the General Manager Business Development, and CESA where appropriate, assist in the execution of contracts/schedules/agreements with RTOs for the delivery of training packages
- Ensure RTO and Work Experience providers are compliant with CESA/College policies and procedures relating to child protection and safety requirements
- Liaise with, report to and be the contact person for RTOs
- Oversee and coordinate RTO/TGSS enrolment processes
- Ensure the timely recording of student data for reporting purposes pertaining to RTOs
- Monitor the development of the College timetable with respect to VET requirements



### **Leading Teaching and Learning**

- Ensure VET/Work Experience training and assessment are delivered in a manner that meets the needs of, and enhances the opportunities for successful completion of, particular target groups and individuals
- Monitor and evaluate the College's assessment and reporting procedures related to VET/Work Experience to ensure teaching accountability and effective communication
- Develop, manage and monitor procedures for the provision of regular and timely updates to students, parents and staff regarding student participation, progress, attendance and behaviour in VET programs, and initiate intervention strategies at the earliest opportunity for those at risk of non-attainment of competencies
- Manage and monitor student participation, achievement, attendance and behaviour whilst engaged in Work Experience/Placement/Trial programs
- Establish a culture that supports excellence for students and staff involved in VET training by encouraging and supporting nominations in relevant State, National and Global VET Training Awards
- Assist in tracking student destination data, local and national labour market trends, and utilise this information to shape delivery of service
- Develop, implement, coordinate, monitor and review student induction processes for VET and Work Experience placements
- Support student trade selection, progress and have final authorisation of any student trade changes

### **Leading Improvement Innovation and Change**

- Identify, research, analyse and develop proposals and plans to instigate industry supported educational models/strategies to assist in the delivery of the College's VET, Work Experience and School based Apprenticeship/Traineeship programs e.g. P-TECH
- Lead curriculum and pedagogical change in the College relevant to VET and pathways for students which may include expanding on the range of available VET options
- Keep self and staff abreast of developments in innovative practices relating to VET/Work Experience and new ICT and STEM technologies/strategies in the VET realm, and ensure all practices meet legislated theory/assessment/industry/employer expectations and are suitably integrated with the SACE
- Promote a culture of innovation within a supportive and trusting learning environment
- Ensure Industry is involved in influencing curriculum development, teaching, learning and training
- Support the development of strategic RTO and industry relationships/partnerships relevant to the role
- Engage with quality external teachers/trainers to promote the benefits of working in a Technical College
- Ensure data and information about VET and student career pathways is collated, analysed and used to identify opportunities for improving and maximising student learning and career outcomes
- Collaborate with others to provide leadership and promotion of counselling for career and post school student pathway options to the wider community



### **Developing Self and Others**

- Through strong leadership, support, provide opportunities for and strengthen the capacity of teachers/trainers to work collaboratively to develop, implement, assess and review a contemporary, engaging and inclusive VET curriculum and pedagogical practices, analyse student work and participate in the moderation of standards across the College
- Support and monitor staff involved in delivering VET/Work Experience programs by identifying training opportunities for staff, including TAE qualifications and industry relevance and currency
- Coordinate and facilitate Industry visits, Industry guest speakers and compulsory training requirements integral to VET/Work Experience programs such as White Card and First Aid
- Coordinate regular trade group meetings with VET trainers
- Lead and facilitate the provision of proactive, high quality career pathway counselling services to support students, staff and families, both internal and external to the College, including the use of electronic career matching programs, to ensure students are choosing and following suitable career pathways which lead to training, employment and tertiary education
- Provide advice to others on student requirements for completion of the SACE and VET programs

### **Engaging and Working with the Community**

- Contribute to the broader educational community through participation in professional organisations including CESA, Industry Groups and VET networks
- Contribute to the broader VET landscape by actively engaging in proceedings relating to VET reforms
- Lead, manage and coordinate Try-a-Trade experiences for students from other schools
- Maintain and further enhance a culture which focuses on a high level of collaboration with Industry
- Create opportunities for the engagement of parents and families that reflects the diversity within the College community
- Ensure appropriate VET/Work Experience information sessions are conducted for students and families and respond in a timely manner to any communication from students and families
- Promote the College's VET Vision and Goals in such ways that establish and foster recognition and support for VET in the wider community, which includes offering professional learning opportunities for others
- With the General Manager Business Development, promote the benefits of the College to industry and the broader local and educational communities, including other schools
- Investigate and establish links with local industries and businesses in consultation with the General Manager Business Development
- Consult with industry regarding their needs in order to adequately prepare students to enter and fully participate as employees in the workforce
- Be a strong advocate and ambassador for VET and the apprenticeship/traineeship system as a significant platform leading to future student success and its links to the SACE
- Support in the introduction of Year 10s to St Patrick's Technical College

### **QUALIFICATIONS AND EXPERIENCE**

- experience in contemporary VET teaching and leadership
- a demonstrated interest in and commitment to innovation and improvement in VET Teaching and Learning

**SACE ■ Training ■ Apprenticeships**





- proficiency and efficiency in the administrative and organisational dimensions of the role, including a commitment to meeting deadlines and deliverables
- an awareness of and responsiveness to flexible learning options available for senior students
- an ability to establish and maintain solid relationships with outside agencies, industry and businesses
- a commitment to support the ethos of the College
- evidence of successfully relating to staff, students and families in a responsive manner
- excellent interpersonal and communication skills

### **PERSON SPECIFICATION**

It is expected that staff at St Patrick's Technical College will:

- work collaboratively with staff members, parents, students and the College's external partners
- possess excellent interpersonal and communication skills
- maintain high standards in all areas of College life
- be able to work under pressure in a busy and varied environment
- be able to prioritise tasks and show initiative and flexibility in completing them
- be committed to ongoing professional development
- understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College; and
- maintain confidentiality

### **PROFESSIONAL RESPONSIBILITIES**

It is expected that staff at St Patrick's Technical College will:

- adhere to the Code of Conduct for staff employed in CESA schools
- have a commitment to support, contribute and represent the ethos of Catholic schools
- have a commitment to support, contribute and represent the ethos of St Patrick's Technical College
- participate in activities that both support and develop the College's Catholic ethos
- understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- support and implement College policies and the contents of the Staff Handbook
- contribute to the development of a collaborative culture within the College
- champion improvement and growth across all aspects of the College
- develop and maintain close and effective professional relationships with other staff
- support the educational life of students. This responsibility is exercised in the areas of pastoral care, student mentoring, parent liaison, employer liaison, industry partnerships and general organisational matters
- develop, communicate and maintain professional and good working relationships with employers and industry partners
- complete administrative tasks accurately and on time
- participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher/trainer
- support the professional development of staff which leads to improved student outcomes and strengthen the professionalism of the staff



- collect, record and disseminate information that may influence the educational life of the students to staff, administration and others on a need to know basis
- ensure that confidential information is handled appropriately
- be involved in Work Experience calls/visits of students
- attend meetings of staff
- accept delegated responsibilities and other duties as directed by the Principal from time to time
- be able to demonstrate an understanding of, and commitment to, principles of social justice, gender and equity

### **WORK HEALTH AND SAFETY**

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you 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, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- co-operate 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: Division 4, Section 28 WHS Act 2012

SIGNED (Employee) ..... Date .....

SIGNED (Principal/Delegate) ..... Date .....