



POSITION DESCRIPTION VOCATIONAL EDUCATION AND TRAINING (VET) COORDINATOR / CAREERS ADVISOR

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KINGSWAY
CHRISTIAN COLLEGE

POSITION DESCRIPTION VET COORDINATOR / CAREERS ADVISOR

Section 1. School Identification

School Name

Kingsway Christian College, located at 157 Kingsway, Darch, WA, 6065, governed by the Kingsway Christian Education Association (KCEA) Inc.

Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with more than 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. Kingsway is an alcohol, illegal drug and tobacco free campus.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Programme, an Employee Assistance Programme and free staff flu vaccinations.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

Section 3. The Position

Title

Vocational Education & Training (VET) Coordinator / Careers Advisor

Tenure

Commencing 2020. Permanent full-time (1.0FTE) position (up to 0.4FTE teaching load).

Appointment subject to the satisfactory completion of a 6 month probationary period, to a standard acceptable to the College.

Section 4. Remuneration Terms and Conditions

KCEA Inc. Teachers Enterprise Bargaining Agreement 2014-2017.

Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Business Manager, Deputy Principal (Curriculum) K-12, Deputy Principal (Students) K-12, Head of Primary K-6, Marketing and Enrolments Manager and Director of Information Technology and Learning.

The VET Coordinator position reports to the Deputy Principal (Curriculum) K-12.

Section 6. Responsibilities and Duties

Overview

The role of the VET Coordinator/Careers Advisor is to establish and oversee the delivery of VET programmes according to staff skills and College resources, in collaboration with the Deputy Principal (Curriculum), Heads of Learning Areas and teaching staff. The VET Coordinator/Careers Advisor facilitates collaboration with parents, business and industry, post-secondary institutions, Registered Training Organisations (RTO) and community organisations to support students' transition to post-secondary education and employment.

The VET Coordinator / Careers Advisor supports students to identify their career pathways, provides counselling advice, and monitors Workplace Learning and students who are completing pre-apprenticeship programmes.

Christian Values

This position requires you to demonstrate an active Christian life and an active involvement with a local church and be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

Key Responsibilities

1. VET programme

- 1.1 Maintain effective functioning of the VET Programme, including School Based Traineeships and external VET qualifications;
- 1.2 Source appropriate off-campus VET and RTO opportunities for students;
- 1.3 Provide students and parents with information regarding VET, apprenticeships and traineeships;
- 1.4 Identify and counsel prospective VET programme students, manage enrolments and monitor student progress in VET units of competency and qualifications;
- 1.5 Maintain records regarding Certificates and Units of Competencies being completed in all VET courses;
- 1.6 Responsible to the Deputy Principal (Curriculum) K-12 for academic reporting relating to the VET Programme;
- 1.7 Oversight of endorsed programme done with the College;
- 1.8 Coordinate with external RTOs and training providers to ensure accurate data management and quality resources for staff and students;
- 1.9 Undertake long term and short term planning concerning VET Programmes;
- 1.10 Liaise with external parties governing School Based Traineeships, including the Department of Training & Workforce Development (DTWD) and Apprenticeship Support Australia (ASA);

- 1.11 Coordinate the preparation of documentation for claiming incentives and funding from ASA, DTWD and AISWA;
- 1.12 Manage and actively promote the Careerlink programme including:
 - Attending cluster meetings as required;
 - Collation of applications forms, organising interviews, providing pre-start information and overseeing student induction;
 - Monitoring student placements, logbooks, assessment and progress;
 - Liaising with key stakeholders;
 - Collating Workplace Learning student records, including attendance records and agreement forms for submission to SCSA.
- 1.13 Promote the VET programme with vigour, both in the College and in the wider community, including College marketing events;
- 1.14 Coordinate the display/contribution representing the VET programme on Open night.

2. Careers Programme

- 2.1 Provide information, advice, counselling and support to students and their families on career related topics including career pathways, subject selections, tertiary selection procedures (courses and subjects), tertiary applications (TISC), tertiary institution open days, transition from school to work or further study;
- 2.2 Organise career events to provide timely and appropriate information to students, parents and staff, in liaison with the Deputy Principals and external community resources;
- 2.3 Coordinate the pathway planning of students as required;
- 2.4 Liaise with employers and organise the Workplace Learning Programme;
- 2.5 Oversee (promote and supervise) Work Placement for Year 11 & 12 students as required;
- 2.6 Responsible for Year 10 Careers Programme, including oversight of teaching staff involvement in the programme;
- 2.7 Encourage, where appropriate, the establishment of links with outside expertise or Community resources to enhance teaching and learning programmes;
- 2.8 In conjunction with the Heads of Students 11-12 arrange an annual series of speakers, including ex-students, representatives from industry, tertiary education, unions and other relevant personnel;
- 2.9 With the Deputy Principal (Curriculum) K-12, investigate and initiate appropriate VET/TAFE articulation opportunities for students;
- 2.10 Advise and train staff regarding counselling students about career choices and subject choices where relevant;
- 2.11 Maintain and develop career resources and a careers library accessible to students;
- 2.12 Work with the Deputy Principal (Curriculum) K-12 and Heads of Learning Areas, to design and implement a careers education programme to:
 - Assist students with Job Search and application skills;
 - Assist students to find apprenticeships and traineeships;
 - Keep abreast of changes to the vocational training sector.
- 2.13 Keep informed and advise Deputy Principal (Curriculum) K-12 on changes in Government policy relevant to student careers;
- 2.14 Monitor student destinations in the Years 10-12;
- 2.15 Attend appropriate career development events to increase / maintain accurate and up to date knowledge of SCSA WACE requirements, University and TAFE entrance requirements, industry area knowledge and future trends and developments.

3. Curriculum

- 3.1 Responsible for curriculum leadership across the College in the area of VET and Careers and for providing progressive and innovative leadership that keeps the teaching area on the cutting edge of education in WA;
- 3.2 Ensure that College, SCSA, curriculum set by the RTO, and academic requirements are met, including programmes, course outlines, assessment programmes, and achievement of competencies etc.

4. Teaching Staff Support

- 4.1 Ensure teaching staff attend appropriate professional development for currency and delivery of VET courses and Year 10 Careers programme;
- 4.2 Advise and support teaching staff with effective strategies in the delivery of VET courses and Year 10 Careers Programme;
- 4.3 Awareness of all programmes operating concerning VET and provides direction, supervision and leadership to staff who are managing the programmes;
- 4.4 Monitor the tone and climate of classrooms within the VET programme and is proactive in intervening when necessary;
- 4.5 Works with the Deputy Principal (Curriculum) K-12 and the relevant HOLA, with respect to all aspects of the preparation of the College timetable as it relates to VET programmes.

5. Students

- 5.1 Promote the contribution of VET and Careers programmes to the development and well-being of the young people in the care of the College;
- 5.2 Monitor and manage the behaviour of students while in the VET programme (particularly when studying externally from College premises).

6. General Duties

- 6.1 Liaise with the Principal, Deputy Principals, Business Manager and other staff with respect to all matters relating to the VET and Careers Programme, as required;
- 6.2 Supervise and assist in the planning, conduct and approval process for all excursions and functions, regarding the VET and Careers programmes;
- 6.3 Prepare regular Newsletter articles and material for College publications to promote the VET and Careers Programmes, including the annual Chronicle;
- 6.4 Ensure that all communication regarding VET/ Careers to parents and others conforms to College guidelines and is of the highest standard;
- 6.5 Actively contribute to and attends all official functions of the College, including parent evenings, Graduation Evening, Presentation Evening etc.

7. Administrative

- 7.1 Within guidelines provided by the Deputy Principal (Curriculum) K-12, provide the Business Manager with a comprehensive annual budget request for the VET and Careers programmes (e.g. RTO fees and Careerlink etc.); manage the cost centre; adhere to all ordering and other policies and procedures; maintain expenditure within the budget as established;
- 7.2 Manage and maintain appropriate records relative to this position;
- 7.3 Provide timely and regular reports on the activities undertaken to achieve the outcomes required of this appointment;
- 7.4 Oversee the Unique Student Identifier (USI) process, including the process implementation, communication with parents, and storage of numbers until end of Year 12;
- 7.5 Prepare reporting data for SCSA, for uploading ESTQUAL, ENVET, RSVET and RSQUAL for Years 10 – 12 by admin office.

8. Training / professional development

- 8.1 Maintain professional membership relative to the position;
- 8.2 Participate in professional development as directed by the Deputy Principal (Curriculum) K-12 and/or delegate.

9. Other Duties

- 9.1 Attend VET meetings, after school meetings of various Committees and of the Secondary staff, as required;
- 9.2 Other duties as delegated by the Principal / Deputy Principal (Curriculum) K-12.

Section 7. Selection Criteria

Pre-requisites

- 1. As a minimum to meet the Professional Standards for Teachers in Western Australia, as set down by the Teacher Registration Board of WA (TRBWA) and hold current registration.
- 2. To have a valid Department of Education (WA) criminal history clearance no more than 3 months old, prior to commencement of employment.
- 3. To have or have ability to provide a valid Working With Children Check Card.
- 4. To provide a written reference from your church Pastor / Minister.

Essential

- 1. To have a personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
- 2. Be supportive of the aims, principles and tenets of KCEA Inc. at Kingsway Christian College.
- 3. Hold qualifications that meet the Department of Education and Training requirements for a Secondary school teacher.
- 4. Hold or have the ability to obtain a Certificate IV in Training and Assessment.
- 5. Demonstrate a commitment to personal growth, education and welfare of students.
- 6. Able to be self-motivated to achieve objectives within timeframes and deadlines.
- 7. Able to demonstrate well-developed interpersonal, verbal and written communication and conflict resolution skills in interactions with all levels of the College community, including parents, students and staff.
- 8. Demonstrate familiarity with a variety of teaching and learning strategies to meet students' needs and course objectives.
- 9. Demonstrate the ability to function and work collaboratively as a member of a Secondary school faculty and with other staff members.
- 10. Able and willing to be involved in the extra-curricular activities offered in the College.

Desirable

- 1. Proven experience as a VET Coordinator / Careers Advisor.
- 2. Have an understanding of the Western Australian Curriculum.
- 3. Be an innovative, resourceful and enthusiastic teacher and leader.
- 4. Have an understanding of Christian Education.
- 5. Have a range of professional strengths, abilities and interests, able to enhance the learning programme.

Section 8. Application

The successful applicant will be a committed Christian able to actively contribute to the Christian ethos of the College. A current reference from the applicant's Pastor or Minister, together with contact details of three referees, must accompany the application.

Please go to the College website at <http://www.kingsway.wa.edu.au/employment> for the Employment Application Information, Application Form and other required reading. Enquiries can be made to the Human Resources Manager on 9302 8720 or to HR@kcc.wa.edu.au.

Applications must include a completed Teacher Application Form, responses to the selection criteria above, a detailed CV and your Pastor's reference.

Applications Close: 12 noon, 22 August 2019

**Peter Burton
Principal
August 2019**