



Position Description

Program Leader – VET (Vocational Education & Training)

Vision

St Thomas More College is a Brisbane Catholic Education co-educational secondary college catering for over 1030 students. Our College opened in 1974 and from inception developed a strong commitment to the pastoral care of students. At the core of all that we do is our mission to provide a holistic education to all students. This mission, inspired by Jesus, is to seek, grow and serve by fostering in all students: a commitment to our Christian faith; a commitment to learning; and a sense of community. Come and share the vision for all our graduates. A vision that is explicit about beliefs, values and capacity for informed choice in an ever-changing world. A vision of young people with soul, personal integrity and the skills to achieve success in life.

Religious Leadership

The VET Program Leader has a significant role to play in supporting and promoting the mission and goals of the College where faith and educational excellence are reconciled. It is important that all teachers see themselves as being in cooperative partnership with parents and the Catholic community. The young people in our care should develop skills in building positive relationships based on those modelled by College staff.

Educative Leadership

The VET Program Leader articulates a contemporary Catholic vision with a focus on the student as a learner and person as well as promoting collective responsibility and accountability for student achievement and well-being. The VET Program Leader inspires a vision of a preferred future which links local practices, places teaching and learning at the centre of decision making, continually seeks to improve the quality of teaching and heightens the level of professional dialogue about educational practices in relation to VET.

The Role

The role of the VET Program Leader is to support the mission of the College through leadership of the VET Program to bring about the best possible outcomes for students. This involves developing appropriate VET Programs in line with national, state and local requirements; ensuring that pedagogies are developed and implemented at all levels; ensuring the quality of the student learning and the effectiveness of teacher practice through appropriate supervision; utilising thorough analysis of current data to inform decision; developing appropriate partnerships within and outside of the school; and prudently administering available resources. Another key aspect to this role is in leading

the preparation of students for a future career, participating in SET Planning and subject selection and tracking the progress of VET students in conjunction with Curriculum Leaders.

The VET and Vocational Education Program Leader will work in collaboration with teachers who are delivering programs, relevant Curriculum Leaders, Teaching and Learning Leaders, Junnebei House Leaders, College Leadership as well as external agencies in order to provide the best possible outcomes for all students.

Attributes

The VET and Vocational Education Program Leader will demonstrate the following:

- A clear vision of and support for the College's mission and its underlying values and ethos
- Leadership capacity – a broad vision of student welfare that extends beyond behavioural management, initiative, perseverance, acceptance of responsibility, effective organisational skill, ability to communicate appropriately and ability to foster cooperation and collegiality
- Empathy with young people and an ability to relate positively with them in the context of the particular program within the school
- An appropriate level of professional qualification both formal and informal and/or relevant experience
- Excellent organisational and communication skills
- Skills and attributes to give effective Career advice to students
- Professional activity through membership of professional associations and on-going professional development appropriate to the role.

Core Responsibilities

The VET and Vocational Education Program Leader is responsible for:

- Working in collaboration with other Middle Leaders to embrace a holistic understanding of Middle Leadership in the College
- Leading and promoting the VET, Vocational Education and Careers programs in the school
- Consulting with Curriculum leaders when planning VET programs for different subject areas
- Arranging, organising and overseeing external audits in consultation with Curriculum Leaders and teachers of VET certificates
- Facilitating the enrolment of students in VET courses outside of the College
- Facilitating the 'sign ups' of school-based apprenticeships and traineeships
- Organising and managing the Work Experience programs for Year 10-12 students in conjunction with support staff
- Ensuring that the College is fulfilling compliance expectations as an RTO and as an administrator of VET certificates (as the St Thomas More College RTO Manager)
- Directing internal audits and reviews with Curriculum Leaders and teachers delivering the certificate
- Liaising with Curriculum Leaders, House Leaders and teachers engaged in the program throughout the school.
- Inducting new teachers to the VET and Vocational Education programs (or supervision of induction where it is undertaken by another experienced teacher)
- Pastoral care of staff engaged in the designated area(s) of responsibility
- Other appropriate duties as required by the Principal

SPECIFIC RESPONSIBILITIES:

- Overseeing and supporting the Curriculum Leaders for their staff who are engaged in delivering the designated VET courses in accordance with the values and ethos of the College
- Monitoring program outcomes for students and addressing areas of concern through appropriate interventions (academic tracking of VET students)
- Monitoring program outcomes for students in courses that are being undertaken outside of the College
- Regularly communicating with stakeholders (students, parents, school staff and other personnel) to ensure the smooth operation of programs
- Participating in, and collaborating with the Pathways Team and other stakeholders in the SET Planning process for Year 10 students
- Organising program activities including resources, transport, operations staff etc.
- Keeping abreast of best practice in the program area through on-going professional reading and research, and providing for the professional learning of staff in line with these developments
- Engaging in professional discourse with staff engaged in the program on an individual and group basis through regular feedback
- Supervising the quality of staff practice through collegial support, advice, observation and facilitation of reflective response to issues
- Contributing to the leadership of the school through active participation in staff and middle leadership meetings
- Conducting VET meetings as per the meetings schedule including agenda and minutes
- Promoting VET within the College at Open Day, Careers Week, subject information evenings
- Coordinating the work of staff engaged in the work experience program.
- Ensuring all VET staff maintain their competency to teach certificate courses
- Monitoring the delivery of Certificate courses in the College
- Maintaining compliances as required for registration as an RTO

WORKPLACE HEALTH & SAFETY RESPONSIBILITIES:

Each staff member is responsible for ensuring their health and safety by:

- Complying with health and safety instructions
- Taking action to avoid, eliminate or minimise hazards
- Not wilfully placing at risk the health and safety of own self and others
- Seeking information and advice when necessary
- Being familiar with hazard and accident reporting and emergency evacuation procedures

CHILD SAFETY AND PROTECTION RESPONSIBILITIES:

Each staff member is responsible for:

- A commitment to a child safe culture
- Acting to prevent harm and act in the best interests of children in our College
- Reporting all cases of harm to the Principal or Child Protection Contacts
- Maintaining the currency of their Working with Children Blue Card

AUTHORITY LIMIT:

Full Authority is delegated from the Principal through the Assistant to the Principal Curriculum to produce the desired outcomes.

Expenditure of funds connected with the position is under the control of the Principal through the Business Manager.

REPORTING AND OTHER RELATIONSHIPS:

The role holder is responsible to, and reports on, all aspects of the role to the Assistant Principal Students and Assistant to the Principal Curriculum. Relationships of significance exist with the College Leadership Team.