



# St Augustine's College, AUGUSTINE HEIGHTS

## Middle Leadership Position Duty Statement

### 2019-2020

*[Reviewed October 2018]*

<b>Position Title:</b>	<b>Pathways &amp; VET Leader</b>
<b>Tier:</b>	<b>3</b>
<b>Units/Weekly Time Release:</b>	<b>6</b>
<b>Annual Financial Allowance:</b>	<b>\$15, 424</b>
<b>Flex Hours:</b>	

## 1. **Purpose and Scope of Position**

### 1.1 **Purpose**

Pathways and VET Leader works collaboratively with members of the College Leadership Team, especially the Head of Senior Years and Assistant Principal – Curriculum, Senior Years Learning Leader, other Middle Leadership role holders, teaching and non teaching staff and others to:

- manage the delivery of quality VET within the school curriculum and to establish and refine all policies and procedure documents for RTO operations;
- ensure that the College as an RTO has adequate and effective governance arrangements to ensure that it remains responsive to the needs of students and staff;
- ensure that the College as an RTO complies with the RTO Standards at all times.

Pathways and VET Leader works closely with staff, supporting them in their teaching and general support of VET students within the College.

The role holder informs and educates parents/carers about the range of courses available and their potential value for students.

Pathways and VET Leader liaises with outside individuals and organisations and represents the College in matters related to sourcing, promoting and implementing these courses.

The Pathways and VET Leader aims to improve student learning outcomes (Year 8 to 12 focus) through:

- raising awareness of career options (and pathways which lead to them)

- establishing Pathway Plans/career goals to guide learning choices
- increasing engagement in learning opportunities at StAC and
- increasing engagement in off campus programs (where appropriate)

## 1.2 **Scope of the Position: Key Result Areas**

Key Result Area 1: Establish, articulate, document and continue to develop career pathways for Middle Years and Senior Years students at the College.

Key Result Area 2: Facilitate student engagement in suitable career pathways.

Key Result Area 3: Build relationships with various organisations, oversee attention to necessary documentation, and ensure necessary reports and acquittals are attended to.

Key Result Area 4: Coordinate the ongoing implementation processes for career pathways, including apprenticeships and traineeships.

Key Result Area 5: RTO Compliance responsibilities [RTO Day to day manager]

Key Result Area 6: Manage partnership arrangements for the delivery of VET programs.

Key Result Area 7: Oversee attention to necessary documentation, and ensure necessary reports and acquittals are attended to.

Key Result Area 8: Facilitate student engagement in suitable courses.

Key Result Area 9: Coordinate VET subjects

## 2. **Typical Activities and Duties**

Key Result Area 1: *Establish, articulate, document and continue to develop career pathways for Middle Years and Senior Years students at the College.*

The Pathways and VET Leader will:

- Oversee writing of necessary documents and subsequent maintenance and development of them;
- Collaborate with AP - Curriculum, Senior Years Curriculum Leader and external organisations to ensure that St Augustine's students have access to suitable Career Pathways opportunities.
- Ensure that suitable resources are available through the budgeting process.
- Encourage teachers and other classroom staff to work in accordance with acknowledged best practice as well as interesting innovation.
- Coordinate the work of the Vocational Learning Leader School officer.
- Provide career pathways advice for students, parents and staff through presentations, meetings/appointments, emails, student and parent portal, newsletter.

- Promote, advise, sign up, and monitor students involved with apprenticeships and traineeships.
- Investigate the implications of Australian Curriculum, change to Senior Schooling and other government initiatives for career pathways.

*Key Result Area 2: Facilitate student engagement in suitable career pathways.*

The Pathways and VET Leader will:

- Develop Senior Education and Training (SET) Plan program (including interviews) for Year 10 students.
- Offer transition interviews with all Year 12 students – not just for QTAC applicants
- Support improved student learning outcomes by identifying under-performing students (8-12) to identify barriers to success, set career goals and suggest strategies, refer for 'non-career' support, advise key staff (as appropriate).
- Liaise with Australian Apprenticeship Centres and similar organisations to place students in various workplace based programs, including School-Based Apprenticeships.
- Promote links to TAFE and University and associated programs.
- Promote other career pathways opportunities (eg defence force programs, work experience) to relevant student groups and manage access to these opportunities).
- Ensure that there are clear purposes for student involvement in any such program, clearly related to his/her current pathway plan;
- Ensure necessary documentation is fully completed prior to commencement of student placements;
- Develop and monitor processes to ensure students' regular and safe participation during placements outside the College;
- Maintain formal and informal contact with students;
- Develop, publicise and ensure the meeting of timelines by students and their families;
- Advocate for and assist planning for experiences such as: well targeted excursions, appropriate awards and acknowledgements, involvement in competitions and other opportunities that come to the attention of the College;
- Collaborate with others to suitably acknowledge, celebrate, display and publicize quality work and committed efforts;

*Key Result Area 3: Build relationships with various organisations, oversee attention to necessary documentation, and ensure necessary reports and acquittals are attended to.*

The Pathways and VET Leader will:

- Maintain personal currency with regard to initiatives and requirements of various authorities, including relevant legislation and guidelines;
- Liaise with placement agencies, government bodies, training organizations, prospective employers, parents and carers, as required;
- Promote networking and quality exchanges with other schools, educational bodies, organisations and groups;
- Represent the College as necessary at network meetings and meetings of various groups and bodies;
- Investigate and provide recommendations and support to address any aspects that appear to be a cause for concern.

*Key Result Area 4: Coordinate the ongoing implementation processes for career pathways.*

The Pathways and VET Leader will:

- Be identified as the point of contact for staff, students and other community members regarding career pathways, including apprenticeships and traineeships;
- Arrange and facilitate formal and informal discussions, planning and sharing as required among staff working in relevant areas;
- Provide staff with relevant documentation for planning and carrying out their responsibilities;
- Promote professional development opportunities and other engagement for staff, including networking among St Augustine's staff and with members of the wider educational community;
- Participate in the work of the College Curriculum Team when appropriate;
- Meet with Head of Senior Years and/or AP – Curriculum, and with other role holders, as necessary;
- Work with staff as they engage in curriculum development, where relevant to career pathways, ensuring connection with the overall teaching and learning culture of the College;
- Identify and recommend opportunities for career pathways activity throughout the Year 8 to 12 curriculum and support staff in developing, planning and teaching such work;
- Coordinate school-based apprenticeships and traineeships (SATs).

*Key Result Area 5: RTO Compliance responsibilities [RTO Day to day manager]*

Pathways and VET Leader will:

- Manage all the compliance responsibilities- See VET Middle Leader Duty Statement Appendix 2018-2020 for further details.

*Key Result Area 6: Manage partnership arrangements for the delivery of VET programs.*

Pathways and VET Leader will:

- Meet regularly with Head of Senior Years and/or AP – Curriculum, and with other role holders as necessary;
- Work with staff as they engage in curriculum development, ensuring connection with the overall teaching and learning culture of the College;
- Identify and recommend opportunities for pathways activities throughout the Middle and Senior Years curriculum and support staff in developing, planning and teaching such work;
- Provide particular support for staff in their early years of teaching and those new to the College who work in relevant areas;
- Contribute to timetable decision making.

*Key Result Area 7: Build relationships with various providers, oversee attention to necessary documentation, and ensure necessary reports and acquittals are attended to.*

Pathways and VET Leader will:

- Maintain personal currency with regard to initiatives and requirements of various authorities;

- Promote networking and quality exchanges with other schools, educational bodies, organisations and groups;
- Represent the College as necessary at network meetings and meetings of various groups and bodies;
- Investigate and provide recommendations and support to address any aspects that appear to be a cause for concern.

**Key Result Area 8: Facilitate student engagement in suitable VET courses**

Pathways and VET Leader will:

- Work with the Vocational Learning Leader to ensure the VET/ Pathways Room is an inviting and up to date environment;
- Ensure that there are clear purposes for student involvement in VET programs, clearly related to his/her current pathway plan;
- Maintain formal and informal contact with students;
- Advocate for and assist planning for experiences such as: well targeted excursions, appropriate awards and acknowledgements, involvement in competitions and other opportunities that come to the attention of the College;
- Collaborate with others to suitably acknowledge, celebrate, display and publicize quality work and committed efforts;
- Teach classes in related subject and skill areas if and as required.

**Key Result Area 9: Coordinate VET subjects**

Pathways and VET Leader will:

- Coordinate the compliance of the VET subjects offered in the College.
- Give advice to the Head of School and AP Curriculum regarding subject offerings in the VET area with the new Senior Schooling changes

**3. Accountability and Authority Limits**

- Pathways and VET Leader is responsible to the Principal;
- The role holder will participate in an annual review process highlighting:
  - Achievements;
  - Future directions and up-coming projects;
  - Any concerns and challenges
 Meetings and discussions with relevant members of the Leadership Team will establish annual goals, recognise milestones and address concerns.

