



Iona College Geelong

Role Description

VET / SBAT Leader (non-teaching)

OVERVIEW

Iona College is a new Co-educational Catholic College which opened in 2020 to serve the educational needs of students in the Geelong area. Current enrolments accommodate Year 7 to and Year 9 students with a new Year level added each year. We will ultimately build a secondary school population upwards of 1400 students over the next ten years.

The College vision incorporates the aspirational statement, ***'Learning to Change the World'*** as we shape and develop a robust learning program designed to engage and inspire. Iona College is not being built to replicate the educational options that already exist in the Geelong region; rather it is the chance to put into action the latest advancement in educational thinking that ensures that students are equipped for the demands of the future.

The Iona College community is committed to the safety, wellbeing and protection of all children in our care.

Position:	VET SBAT Leader (non-teaching)
Remuneration Scale:	Category B – Level and subdivision to be negotiated with the successful applicant
Full Time Equivalent:	2023 starting FTE is to be negotiated (2 or 3 days) FTE will increase as the program develops and could move to a full-time position in 3 years. A review of FTE will occur annually
Reports to:	Deputy Principal

Position Overview

The VET (Vocational Education Training) / SBAT (School Based Apprenticeship) leader will be an integral part of the Senior Pathways Team at the College, working collaboratively within the Learning Innovation Team to ensure the development of a whole school approach towards vocational education and workplace experiences / pathways for our senior students. The VET / SBAT leader will provide leadership and direction in the development of policy, procedures, course provision, administration, counselling, monitoring, and building comprehensive vocational education and training offerings for our Year 10 students in 2023 reflective of best practice and current research. The role will develop as the College

continues to grow with the role refining and changing as more students access Vocational Education Training.

Key Areas of Responsibility

- Provide quality service to staff, students and parents promoting and counselling choices in Vocational Education Pathways and opportunities
- Promote and market Vocational Education courses and SBAT opportunities to the College community
- Support the Applied Learning Leader in the successful introduction of SBATs and work placements
- Provide course counselling, assistance in Vocational Education Training and SBAT applications and paperwork to students and families
- Initially work with our College community to create partnerships with local business and workplaces for future work experience and structured workplace learning opportunities.
- In 2024, monitor attendance, progress and provide regular data of student attainment to the Learning and Innovation and College Leadership teams
- Set up and coordinate logistics of Vocational Education Training classes, including bus bookings, coordination and timetables
- Liaise and represent the College at the Geelong VET / SBAT cluster, TAFE, RTO's, and individual community organisations to support growth of VET / SBATs in the region
- Work in partnership with the Applied Learning Leader on registration requirements to meet VCAA and VRQA obligations
- Share collective knowledge and development for efficient processes which meet VCAA and ASQA guidelines
- Ensure accurate program data entry and results into VASS for VET / SBAT students in compliance with VCAA requirements and MACs funding protocols
- Initially set up and administer the VET / SWL program by establishing and maintaining industry, community and LLEN relationships whilst coordinating and monitoring placements.
- Formulate, forecast, administer a VET budget and student VET fee costs based on numbers, course costs and funding.
- Prepare and arrange contractual agreements
- Develop future Vocational Education Training programs at the College, including investigation, consideration and establishment of new opportunities especially in growth industries
- Ensure College staff delivering future Vocational Education Training courses have appropriate qualifications and training

Other Responsibilities

Student Voice/Leadership:

- Facilitate processes for students to be involved in the design and implementation of school careers initiatives and actively contribute ideas about student-led opportunities
- Support students to track and measure their own learning growth and pathways

Parent Partnerships:

- Implement strategies and processes to encourage and empower parents/carers to communicate and engage with the school about Senior Pathways
- Regularly communicate opportunities for parent engagement and articulate the benefits of parents as partners in careers conversations

Operational Role

- Attend fortnightly Student Support meetings (SSG) (Year 10, 2023)
- Attend PSGs (as required) for students with additional needs to ensure an appropriate pathway is chosen
- Monitor student achievement and progress with a focus on student pathways
- Support the work of the Year 10 Wellbeing and Community Leaders and community group teachers.
- Lead projects or designated teams at the request of the Principal or Deputy Principal

Evidence Accountabilities/Reporting

- Summary of VET and SBAT data to Leadership Team - Termly
- Update SSG notes and careers notes -Weekly

Professional Learning Commitments

Undertake or show a commitment to undertake professional learning / studies in careers and Vocational Education Training.

College Commitments:

- o SSG Meetings as required
- o Institute of Positive Education training
- o Open Days and School Tours
- o Information Evenings
- o Other College events as requested by the Principal.

Compliance/Child Safety

Be aware of, support and enact College policies and procedures situated in Complispace. Ensure child safe practices in all activities, with particular attention to students who may be vulnerable or culturally diverse.

Qualifications	Graduate Certificate in Career Development Practice (or equivalent)
Other Requirements	Valid Working with Children Card Current First Aid Certificate
Contract and Conditions	Employment: Ongoing following a probationary period. Conditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018
Authorised by: Deputy Principal DATE: AUGUST 2022	

