

Iona College Geelong VET Coordinator Role Description

The VET (Vocational Education Training) Coordinator 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 Coordinator 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 students reflective of best practice and current research.

REMUNERATION SCALE:	Education Support salary Level 3 under the CEMEA 2022 Category B
FULL TIME EQUIVALENT:	1.0 FTE Monday – Friday Or school hours can be negotiated for the right candidate
REPORTS TO:	Deputy Principal and Careers and Pathways Coordinator

STATEMENT OF DUTIES	
Key Responsibilities	<ul style="list-style-type: none"> • 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 • 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, RTOs, 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



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	<ul style="list-style-type: none"> • 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 • Work collaboratively with the Career and Pathway Coordinator on career events
<p>Other Responsibilities</p>	<p>Student Voice/Leadership:</p> <ul style="list-style-type: none"> • 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 <p>Parent Partnerships:</p> <ul style="list-style-type: none"> • 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 <p>Operational Role</p> <ul style="list-style-type: none"> • 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, Year 11 and Year 12 Wellbeing and Community Leaders and community group teachers • Lead projects or designated teams at the request of the Principal or Deputy Principal <p>Evidence Accountabilities/Reporting</p> <ul style="list-style-type: none"> • Summary of VET and SBAT data to Leadership Team - Termly • Update SSG notes and careers notes -Weekly <p>Professional Learning Commitments Undertake or show a commitment to undertake professional learning / studies in careers and Vocational Education Training.</p>
<p>Professional Development</p>	<ul style="list-style-type: none"> • Commitment to the ongoing professional development in your role • Continue the development of ICT skills and technologies

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	<ul style="list-style-type: none"> • Participation in the Annual Review Meeting process • Maintain professional competence and training • Uphold professional standards expected of this role
College Commitments	<ul style="list-style-type: none"> • SSG Meetings as required • Institute of Positive Education training • Open Days and School Tours • Information Evenings • Other College events as requested by the Principal.
General	<ul style="list-style-type: none"> • Attend all relevant staff meetings • Attend whole school events as directed by the Principal • Follow the College financial requirements in relation to ordering goods
Key Relationships	<p>Internally</p> <ul style="list-style-type: none"> • Principal • Deputy Principals • Business Manager • Executive Assistant to the Principal • Office Manager • Administration Team • Students • Staff <p>Externally</p> <ul style="list-style-type: none"> • Parents and visitors • Visitors and consultants • Melbourne Archdiocese Catholic Schools • Victorian Catholic Education Authority
Risk and Occupational Health and Safety	<p>Staff at Iona College Geelong will:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes • Observe safe work practices in accordance with training and instruction given • Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk reoccurring (risks arising in the workplace may be financial, site, task or person specific or related to safety) • Promote and implement Occupational Health and Safety and risk mitigation processes within the College

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QUALITIES AND CAPABILITIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> An understanding of the ethos of a Catholic school and its mission A commitment to Iona College's Vision
Commitment to Child Safety	<ul style="list-style-type: none"> An understanding of child safety, appropriate behaviours when engaging with young people A willingness to obtain a Working with Children Check and National Police Record Check Be familiar with the legal obligations relating to child safety (mandatory reporting) Demonstrate an understanding of Victoria's 11 Child Safety Standards.
Knowledge and Understandings	<ul style="list-style-type: none"> First aid competence demonstrating the skills and knowledge required to provide first response and sick bay support A comprehensive understanding of the College's policies and procedures Use the appropriate avenues and resources when seeking support and clarification including when handling sensitive situations and information Refer matters to the Principal, Deputy Principals, Business Manager, other Administration Services staff, Leadership Team members, or other teaching and non-teaching staff as appropriate
Skills and Attributes	<ul style="list-style-type: none"> Strong organisational and time management skills, with the ability to manage multiple tasks and meet deadlines Excellent interpersonal and communication skills, with the ability to build relationships with a diverse range of stakeholders Knowledge of career development principles, industry trends, and the Australian Qualifications Framework (AQF) Proficiency in using relevant software, databases, and reporting tools for compliance and record-keeping
Experience and Qualifications	Career Development, or a related field; additional qualifications in VET, vocational training, or career counseling are advantageous
Other Requirements	<ul style="list-style-type: none"> Valid Working with Children Check National Police Check Have Australian citizenship or permanent residency or hold a visa with appropriate working rights. Comply with the Iona College Child Safety Commitment

Contract & Conditions	<p>Employment: Ongoing</p> <p>Commencement Date: 28th January 2025</p>
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	Entitlements under the Catholic Education Multi Employer Agreement 2022
Authorised by	Damian McKew – Principal
Date	November 2024

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