

## Senior Pathways Team: VET/SBAT Leader and VCE VM Leadership Support

Remuneration level: POL 2

Tenure: **2023-2024**

Time release – 720 mins periods per cycle

### Position Overview

The VET/SBAT Leader and VCE VM Leadership Support role will collaborate with the Senior Pathways Team to ensure the effective leadership of the VET programs offered by the College and external providers. They will provide leadership and direction in matters of administration, policy, College course provision, curriculum development, monitoring and supporting quality and student attainment in VET in both VCE and VCEVM pathways. In the transition years to a fully integrated VCE certificate they will work in partnership with the VCE VM Leader to support the development of this pathway in the College

### Key Areas of Responsibility/Strategic Intentions:

#### Strategic Role

- Promote VET /SBAT pathways and opportunities as a purposeful and viable component of a senior secondary pathway.
- Oversee the provision of VET delivered at Clonard for quality and compliance.
- In collaboration with the Senior Pathways Team, provide advice on College course delivery options and preferred RTOs to meet the needs of students across both pathways.
- Provide high level summary of student attainment data to the Leadership Team.
- Ensure College staff delivering a VET course have the appropriate training and qualifications.
- Lead and facilitate Clonard VET teaching team meetings to ensure quality and compliance requirements including completion of units of competency.
- Monitor the development of quality VETDSS curriculum and delivery for Clonard programs
- Liaise with the Business Manager to manage, oversee and communicate funding arrangements to appropriate departments

#### Relational Role

- Engage with regional and local networks connected to VETDSS/SBAT provision.
- Liaise with Senior Secondary Pathways Team, in particular the Careers Counsellor, to ensure accurate information and advice for students and families regarding VET and SBAT pathways.
- Liaise with the work placement coordinator regarding VET work placement arrangements as required.
- Liaise with WELCOMS, Student Services and Learning Diversity to ensure students are fully supported.

#### Operational Role

- Coordinate the student application process, including liaison with students, families and external RTOs and training providers/employers.
- Liaise with the VASS administrator to ensure timely and accurate updating and entry of student data.
- Liaise with the VCE-VM and VCE leaders regarding the successful completion of UoCs and report concerns to the Senior Pathways Team.
- Coordinate the partnership agreements with RTOs.
- Monitor attendance requirements for VET/SBATS and collaborate with appropriate staff and families regarding concerns.
- Interview students and liaise with WELCOMS and Learning Diversity Team to ensure the courses students want to complete are suitable. Assist students with the application process for each RTO.

- Coordinate SBAT/VET Information nights and associated speakers from RTOs and Employers.
- Liaise with VASS Coordinator for changing course structures and updates throughout the year.
- Keep up to date with exiting students and notify relevant RTOs and VASS Coordinator.
- Liaise with VCE Leader to ensure students have sufficient credits (where applicable).
- Keep TrueNorth current with courses and options.
- Ensure RTOs are COVID compliant and ensure communication to parents and students regarding any changes to the delivery of courses in relation to COVID matters.
- Engage with the RTOs who oversee VET at Clonard and upload the class lists, student details and cross-reference units of competency (liaising with the RTO) to ensure they are accurate for the teachers to facilitate the online portal.

#### **VCE VM Support Leadership Role in partnership with VCEVM Leader**

- Promote VCE-VM as a viable and purposeful senior secondary pathway
- Engage in data analysis to monitor the impact and performance of the VM cohort
- Co facilitate the development of quality curriculum for VM subjects
- Build a shared understanding of the requirements of the VCE VM program and develop a cohesive team delivering the pathway
- Co lead the regular VM teaching team meetings
- Co create with the VCEVM leader implementation plans and strategies for the transition to an integrated VCE certificate
- Collaborate with VCEVM leader in problem solving, planning and development of the pathway

#### **Evidence Accountabilities/Reporting**

- VET UoC completion data – as requested.

#### **Support**

##### Administration Support

- Support application process and creation of student data base.
- Liaise with the VASS administrator to ensure timely and accurate updating and entry of student data.
- Coordinate the invoicing for VET programs in collaboration with administration staff.
- Coordinate VET Transport and costs to students and parents, and oversee the attendance is taken and logged.
- Check weekly attendance for external VETs
- Notify RTOs of any absences of students

##### Collaborates with Structured Workplace Learning Co Ordinator who:

- Liaises with LLEN to access work placements for difficult areas.
- Liaises with the VCE VM Leader, as well as PreVOC staff and students to ensure structured work placements can take place.

#### **Professional Learning Commitments**

- Participation in ongoing leadership and faith formation
- POL 2 leaders are expected to be accredited to teach in a Catholic school or commit to achieving this as a priority.
- Participation in the appraisal and feedback processes designed by the College in relation to leadership positions.
- Reporting to AP: Student Learning and Wellbeing and supported by AP: performance and Impact for feedback/coaching/mentoring
- Holding Cert IV in TAE is desirable

### **Team/College Commitments**

- VET Cluster Meetings
- Senior Pathways Team
- Open Days
- Graduation Evening
- VET/SBAT Information Night
- Senior Pathways Information Nights
- Assemblies
- Subject Expo

### **Compliance/Child Safety**

- Be aware of, support and enact College policies and procedures situated in Complispace.
- Ensure child safe practices include consideration for students who may be vulnerable or culturally diverse.

### **Leadership Capabilities:**

- Respect for the mission, identity and core values of Kildare Ministries as expressed at Clonard College.
- Openness to learning and further personal development.
- Collaborative participation in professional relationships.
- Understanding of the need for accountability.
- Confidence and enthusiasm for promoting the College.
- Capacity to manage competing demands effectively.
- Leadership style that is enabling and empowering of others.
- High levels of organisational skills leading to effective and efficient work practices.
- Ability to work collaboratively, flexibility, independently and creatively in demanding environments.
- Highly developed interpersonal and communication skills demonstrating the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Competent in the use of technology.
- Ability to manage self care and personal wellbeing.
- Capacity to effectively manage resources.