



CHRISTIAN BROTHERS
TRUSTEES OF THE CHRISTIAN BROTHERS ARBN 066 939 786
INCORPORATED IN NEW SOUTH WALES THE
LIABILITY OF THE MEMBERS IS LIMITED

ST EDWARD'S COLLEGE

A CATHOLIC SCHOOL IN THE EDMUND RICE TRADITION

Where young men achieve



**EDMUND RICE EDUCATION
AUSTRALIA**
www.erea.edu.au

Role Description

Careers and VET Coordinator

The role of the VET and Careers Coordinator is to promote the College and Edmund Rice ethos by enhancing the educational and vocational pathways of the students at the College. In so doing the Coordinator demonstrates support for Catholic philosophy and values and promotes sound educational practices especially as they relate to the education of boys. Within this general principle the Coordinator has the following specific responsibilities.

College Ethos

- Demonstrates support for the philosophy and values of the College.
- Fosters the charism of Edmund Rice.
- Demonstrates active leadership and promotion of the EREA Charter and its Touchstones
- Models high professional standards which accords with the EREA Code of Conduct.
- Actively promotes leadership and the implementation of the Code for Learning.
- Contributes actively to the leadership of the Learning Agenda.
- Contributes actively to College life and extra-curricular programs.
- Supports, promotes and engages in the social justice initiatives of the College.
- Supports College policies and programs.
- Demonstrates loyalty to professional colleagues.
- Engages in the development, monitoring and implementation of the EREA Cultural Audit process
- Participates in the EREA Formation programs

Strategic Plan

The Careers/VET Coordinator will contribute significantly to the design, implementation, leadership and monitoring of the College Strategic Plan. The Careers/VET Coordinator will be central to the design, implementation and leadership of the College Annual Strategic Goals.

Professional Learning

The Careers/VET Coordinator is expected to demonstrate outstanding modelling in relation to their own Professional Learning as outlined in their own Professional Learning Plan and through participation in the Professional Learning Partnership Framework.

It is expected that the Careers/VET Coordinator will participate in significant Professional Learning to ensure that accreditation with the Career Development Association of Australia is maintained.

The Careers/VET Coordinator will experience a Professional Review in the fifth year of their current contract. Each year, they will participate in an Annual Professional Discussion with the Deputy Principal.



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Policy / Programs

- Provide leadership in the interpretation, planning, development, implementation, assessment and evaluation of VET courses.
- Work with the CSO to ensure that RTO and BOS requirements are met in VET.
- Report to the College Executive on all matters related to VET courses and the Trade Training Centre and in particular to provide advice and information to the Principal.
- Facilitate all internal and external audit requirements of VET including, ensuring compliance with ASQUA, Diocesan and BOSTES accreditation requirements.
- Investigate and implement (on the basis of whole school needs) programs that foster enterprise, forward thinking and mastery of the key competencies.
- Collect, collate, classify and update career related information and materials.

Students and Parents

- Participate in subject selection processes to advise students and parents about courses, requirements and implications.
- Manage the enrolment/selection of students into VET and TVET courses.
- Arrange the enrolment and monitor the attendance and progress of students at TAFE.
- Provide careers education for all students through individual consultation, giving special regard to 'students at risk'.
- Advise students and parents about career pathways, subject choice and tertiary requirements.
- Assist students with university and TAFE applications.
- Implement programs that enable students to plan a career pathway.
- Provide advice to students and parents about accommodation, scholarships, early admission schemes, HECS and other issues related to tertiary study.
- Assist the Pastoral Committee in the provision of work experience for 'students at risk' as necessary. Assist with the monitoring of students engaged in such programs.

Community

- Visit each workplace nominated for work placement to ensure that it meets requirements in terms of WH&S and Child Protection and will provide a worthwhile placement for the students.
- Liaise with a variety of outside organisations regarding changes and developments in industry and the world of work.
- Maintain a high standard of communication with parents and the wider school community in regard to VET (through, for example, newsletters, College Website and parent information evenings).
- Organise regular guest speakers as necessary to meet the career needs of students.
- Attend career, industry and tertiary institution events.
- Attend local network meetings and liaise with industry in a proactive fashion.
- Support the local Careers Market Expo by coordinating with other Careers Advisers, assisting with the organisation of the event, and coordinating the attendance of students.
- As required, meet with the students and their parents regarding career pathways

Administration

- Negotiate with teachers, work placement coordinators, Youth Connections and employers to ensure the smooth operation of VET work placement.



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- Assume responsibility for coordinating all aspects of work placement including overseeing all paperwork, planning of competencies to be covered and supervisory visits to students.
- Attend Subject Coordinator meetings to represent the VET and Careers area.
- Manage details of part-time, school-based traineeships including communicating with students, parents, RTO and employer.
- Manage the intake and distribution of careers information, e.g. by newsletter, morning bulletins, etc.
- Undertake student destination surveys that inform school planning and the College Annual report to BOSTES.

Staff

- Supervise students on work placement conducting assessment of competencies as necessary and in conjunction with the VET teachers.
- Work with the Curriculum Co-ordinator, KLA Co-ordinators and teachers to ensure that all documentation regarding the delivery of VET is compliant with ASQUA, Diocesan and Board requirements.
- Work with relevant Coordinators to ensure that teachers of VET are following the teaching programs explicitly.
- Work with teachers to manage training and professional development and model good teaching practice.
- Provide professional support for teachers when careers or work education units are being taught in other subject areas.
- Work with the Learning Support Coordinator and Year Coordinators to implement effective transition planning for students exiting the school system.

Liaison with College Community Members

- The VET and Careers Coordinator is under the direct supervision of the Deputy Principal and is a member of the Curriculum Committee.
- Liaise with the Curriculum Coordinator on issues related to VET courses, their delivery and credentialing requirements.

Ultimately the VET and Careers Coordinator is responsible to the Principal, who may vary the above duties from time to time, or may ask the Coordinator to take on other duties. At present the position is non-teaching, i.e. a class teaching load is not attached to the position. It is possible that a teaching component may be introduced as the requirements for vocational and career education evolve at the College.