



## ROLE DESCRIPTION

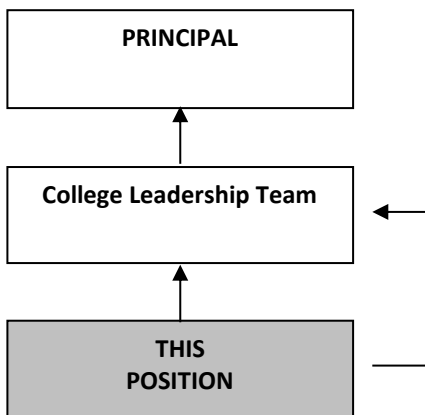
### 1. POSITION IDENTIFICATION

2019

SECTION :	Teaching
POSITION :	Head of Learning Area- VET & CAREERS

### 2. POSITION RELATIONSHIPS

Responsible to:



Key Working Relationships: <ul style="list-style-type: none"> <li>• Principal</li> <li>• Deputy Principal Curriculum</li> <li>• Deputy Principal Pastoral Care</li> <li>• Classroom Teachers</li> <li>• Heads of Learning Area</li> <li>• Business Manager</li> </ul>
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### 3. PURPOSE OF THE POSITION:

The Head of Learning Area- VET and Careers is responsible for meeting the specific needs of VET and the learning outcomes of all VET students. Central to this is developing a program and opportunities in VET that are dynamic, creative, and engaging for all students regardless of their ability. This position also coordinates the career counselling service at St Mary's College where students and/or parents can book appointments to discuss individual pathways, options and opportunities and further careers with students.

The Head of Learning Area- VET and Careers assists in implementing the College philosophy and modelling and supporting the goals of the College Mission and Strategic Plan. It is an expectation that this position will support the vision and goals of the College as a learning community and to participate in ongoing professional development and learning.

#### **4. CORE RESPONSIBILITIES:**

The Head of Learning Area- VET and Careers has a responsible and persevering attitude towards College policies, maintenance of College tone, and attention to essential records and routine matters. Decisions made by the College Leadership Team should be supported by Heads of Learning Area in a positive manner.

- Keep abreast of current developments in the areas of specialisation, maintain appropriate standards and endeavour to be a source of initiative, inspiration and encouragement to other staff members;
- Be members, and encourage staff to be members, of the appropriate professional subject association or network groups;
- Hold regular meetings for teachers within their area of responsibility. During these meetings, the Heads of Learning Area must contribute positively to the discussion of current problems, both in curriculum and in the nature and conduct of the learning environment, encouraging teachers to show initiative and to help, share, and learn from one another;
- Notify and pass on relevant data about programmed regional and in-service meetings and arrange for teachers within their areas to attend such meetings, when appropriate, and after discussion with the Principal, and approval by the Deputy Principal- Curriculum
- Any other undertaking at the discretion of the Principal.

#### **4.1 Administration**

- Keep abreast of changes in curriculum and requirements for future study prerequisites;

**Be informed of matters at a school, system and Learning Area level by:**

- Attending HOLA meetings.
- Belonging to relevant professional associations.

#### **4.2 Staff**

**Work with staff to:**

- Ensure that the appropriate representative for a Learning Area/subject attends network meetings;
- Communicate issues and information from SCSA, Catholic Education and all outside agencies to all relevant staff;
- Encourage staff to attend regular Professional Development;
- Approve Professional Development for staff members;
- Liaise with other Heads of Learning Areas and Heads of House about opportunities to assist students in post school opportunities;

#### **4.3 Students**

- Assist in subject selection procedure for both lower and upper school and ensure pre-requisites are observed;
- Communicate with parents if student's choice of subject is inappropriate or in relation to other curriculum related issues;
- Encourage students to participate in educational opportunities such as university scholarships and other appropriate external educational activities and excursions and to disseminate information relating to activities;
- Coordinate Learning area awards for Presentation Night;
- Ensure the learning needs of all students are met as appropriate in terms of both support and

extension. This involves consultation with the Head of Learning Support and other Heads of Learning Area where appropriate.

- Attend parent information evenings in an advisory capacity as required;

#### **4.4 Management of resources**

- Take responsibility for ordering resources and materials;
- Ensure adequate resources and materials are available;
- Maintain an inventory of resources and classroom materials within the Learning Area;
- Cooperate with other Learning areas to ensure the most effective use of resources for the library;
- Ensure responsibility for safety and maintenance of all equipment;

#### **4.5 Learning Area Specific responsibilities**

- Coordinate Work placement opportunities for students in Years 10, 11 and 12
- Work with VET team to canvas opportunities for work placement from the wider community
- Work as the Careers Counsellor in supporting students to select the most appropriate pathway or course for them
- Coordinate TAFE enrolments, including Auspice Profile contracts
- Coordinate the University readiness programs
- Work closely with Heads of House, Heads of Learning Area and the Deputy Principal of Curriculum to counsel Students and Parents on options available within the VET pathway
- Coordinate with Department of Training in the organisation of School Based Apprenticeships and Traineeships
- Coordinate Year 9 and 10 Try a Trade Program

#### **5. POSITION EXPERIENCE AND SKILLS REQUIREMENT PROFILE:**

- Have highly developed organisational and interpersonal skills including ability to resolve conflict and to lead and build a team
- Possess ability to be a proactive and collaborative member of a team
- Be prepared to participate in Co-curricular activities (Teaching)
- Model and maintain the Catholic ethos and traditions of the College
- A warm, welcoming and friendly disposition
- Maintain a high standard of confidentiality
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Prepare narrative and statistical reports.
- Meet schedules and timelines.
- Work independently with minimal direction.
- Communicate effectively, both orally and in writing, particularly in writing curriculum.
- Use computer applications for administration and demonstrate a willingness to embrace the new technologies of Leading Lights.

#### **6. ESSENTIAL QUALIFICATIONS:**

- Accreditation to teach in a Catholic school or if you have been in the Catholic system in Western Australia less than 5 years that you are on track to complete in the expected time frame.
- At least 5 years of leadership experience.
- Relevant 4 Year Tertiary Qualifications
- Current registration with Teachers Registration Board WA
- Current Working with Children Check