



Position Description

Vocational Pathways Coordinator

Position Title	Vocational Pathways Coordinator
Reports To	Director of Teaching and Learning
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal, Head of Secondary, other staff and the College Board in adhering to the Policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
Position Overview	<p>The Vocational Pathways Coordinator reports to the Executive Principal via the Director of Teaching and Learning (Secondary). The Vocational Pathways Coordinator is responsible for the development and implementation of programs related to the VCE Vocational Major. The Vocational Pathways Coordinator will liaise closely with the Head of Secondary, Director of Teaching and Learning (Secondary) and Pathways Coordinator to ensure a team approach is evident in all aspects of the College's Vocational Pathways Coordinator program.</p>
Duties and Responsibilities	<p>Teaching and Learning</p> <ul style="list-style-type: none"> • Develops and continually refines a vision for GLC VCE Vocational Major program • In conjunction with Director of Teaching and Learning (Secondary), determines VCE Vocational Major yearly program • Develops and deliver appropriate VCE Vocational Major learning and assessment materials that are enriching and engaging for students in accordance with the VCAA requirements • Provides unit enrolment information to the Head of Secondary and VASS administrator • Coordinates all aspects of student administration in VCE Vocational Major including enrolment, assessment, monitoring, and record keeping • Reviews student VCE Vocational Major programs on a regular basis and consults with students and parents • Prioritising the desired outcomes of VCE Vocational Major participation for individual students • Prepare VCE Vocational Major students for off campus activities and work placement (documentation, preparation etc.) • Establish connections with external agencies (including Registered Training Organisations) that will promote community links, support, and structured work placements for VCE Vocational Major students, such as the Local Learning and Employment Network • Provides information to the College community about VCE Vocational Major in order to promote and support the integration of VCE Vocational Major into a whole school approach to post compulsory initiatives, including assemblies, newsletters, and other communication avenues



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- Meets with VCE VM students to individualise and personalise their VM program including VM subject selection
- Participates in external VCAA QA (Quality Assurance) process for VCE Vocational Major subjects as required
- Works alongside VCE Coordinator in areas that encompass the Senior Pathways program e.g., preparation of Information Evenings, revision of the Senior Pathways handbook, VCE subject selection
- Participates in external VCAA QA (Quality Assurance) process for VCE Vocational Major subjects as required
- Attends Faculty Leader Meetings
- Convenes Faculty Meetings for VCE Vocational Major team – minimum of 3 per term
- Attends Regional VEC/VET meetings

VET Coordination:

- Provides guidance and support to all involved with VET
- Provides enrolment and assessment advice to the College's VASS Administrator within the required time frame for VASS data requirements
- Ensure VETIs units fit into College VCE requirements if counting as part of a student's VCE units of work
- Establishes connections with external bodies and organisations, including RTOs, that will promote community links, support, and structured work placements for VET students.
- Liaises with VCAA on all questions relating to VET staff or students
- Coordinates students work placements as part of VET
- Reviews individual student VET programs on a regular basis and revises programs in consultation with the student, parent/guardian and Director of Teaching and Learning, whilst prioritising the desired outcomes of VET participation
- Ensures information and advice is provided to the VET team at VCAA as part of the implementation and evaluation
- Attends VCAA Quality Assurance sessions and participates in the quality assurance process

VET procedures and practices at Geelong Lutheran College:

- Develops appropriate assessment instruments for learning outcomes of the VET units delivered in conjunction with VET teachers
- Develops learning materials and activities in conjunction with VET teachers in order to meet the VET criteria and individual student needs
- Investigates VET models and programs in operation at other similar schools and through the Head of Secondary and Director of Teaching and Learning, make recommendations to the College about the implementation of suitable VET models and programs
- Liaises with the Director of Teaching and Learning to facilitate appropriate professional learning for staff in relation to VET procedures
- Reviews and evaluates VET programs and procedures within the College and recommends and implements changes as appropriate
- Liaises with the Business Manager to maintain an annual budget and financial records of expenditure
- Ensures conditions and standards for VET providers including registration and contractual requirements, as outlined by AQTF, are met
- Meets internal, industry, State and National VET standards



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	<ul style="list-style-type: none"> Provides enrolment and assessment advice to the College's VASS Administrator within the required time frame for VASS data requirements <p>Organisation:</p> <ul style="list-style-type: none"> Seeks to provide a safe and innovative learning environment Manages time and resources effectively <p>Assessment and Reporting:</p> <ul style="list-style-type: none"> Ensures that rigorous assessment reflects each student's learning journey Provides appropriate and timely feedback and feedforward Provides effective reports in Terms 2 and 4 Communicates with parents to support students learning <p>Pastoral Care:</p> <ul style="list-style-type: none"> Develops and maintain positive and supportive relationships with students Works closely with wellbeing and Inclusive Education Coordinator to ensure effective social, emotional, and academic learning Supports positive student behaviour and interactions Exercises pastoral care in a manner which reflects College values <p>Relationships:</p> <ul style="list-style-type: none"> Develops positive relationships with the College community Develops supportive and collaborative relationships with Head of Secondary, Director of Teaching and Learning, VET/Pathways Coordinator and Executive Principal Works cooperatively and collaboratively with staff Develops positive and supportive relationships with the parents, guardians, and care givers <p>Professionalism:</p> <ul style="list-style-type: none"> Ensures personal presentation reflects the Ethos of the College Maintain personal and professional development opportunities Cares for and take responsibility for any student within our College community as required Attends Parent Information Evenings, Open Days, and 3-way interviews and other events as required Attends staff meetings and staff devotions Participates in policy reviews <p>All applicants should note that this role description is not intended to be a prescriptive document and therefore <i>may</i> evolve as the position develops and forms.</p>
<p>Selection Criteria</p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</i></p> <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> Supports for the Christian ethos of Geelong Lutheran College Exhibits discretion, confidentiality, honesty and integrity Has excellent inter-personal skills, teaching, management and self-management skills Communicates effectively with fellow staff, students and families, and form positive relations in the workplace Be team-orientated" leaders Have a strong understanding of the developmental needs of students Displays leadership ability



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	<p>QUALIFICATIONS AND EXPERIENCE</p> <ul style="list-style-type: none">• Qualifications and experience relevant to the duties and responsibilities• Current VIT Registration <p>SKILLS</p> <ul style="list-style-type: none">• Highly developed organisational and planning skills• Highly developed analytical and problem-solving skills• Highly developed data base management skills• Attention to detail
Classification	<p>Salary: Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023 POR Level: Category C Level 3 Tenure: 1 Year Time Allowance: 5 lessons per week Location (Base): Geelong Lutheran College Armstrong Creek</p>

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer