



Saint Ignatius College Geelong

ROLE STATEMENT

Education Support Officer – Work and Further Education (WAFE) Coordinator

Date: November 2017

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College’s Catholic Ethos
- College’s Ignatian Ethos
- College’s Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.

Designated Leader of this work area – Deputy Principal Learning and Teaching

Nature of this role	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education. • The staff member appointed to the above position is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students. • This person will ensure that all professional contact with the public is positive and welcoming and promote the College Ignatian Ethos
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The general responsibilities and accountabilities of this role	<ul style="list-style-type: none"> • Direct accountability is to the Deputy Principal Teaching and Learning • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Always hold current certification for Level 2 First Aid and Anaphylaxis • Undertake an annual professional review • Support a performance and development culture • Adhere to all College policies as published on the College intranet • Undertake other duties as required by the Principal
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The specific duties of the role of Work and Further Education (WAFE) Coordinator	<p>1. Career Pathway Coordination –</p> <ul style="list-style-type: none"> • Provide one-on-one career counseling primarily to Year 10 – 12 students. For the Year 12 cohort, the emphasis has a sharper focus on matters related to the awareness of all post-secondary options including employment pathways, university and TAFE options • Work closely with Years 9 & 10 Teachers in classrooms to ensure all students successfully complete the Career Voyage Vocational Test. Meet with students who require additional support in interpreting the results of this information. • Provide expert advice and deliver PD to Years 9, 10 and 11 course counseling staff on matters relating to Universities, TAFEs, Apprenticeships, VCE, VCAL, VET and SbAT programs. • Plan and organise the Year 10 Half-Day Careers EXPO where a wide range of speakers present to the Year 10 students information relating to employment growth opportunities, employment application protocols, University and TAFE options, current and ex-students experiences and choices regarding VCE, VCAL, VET and SbAT programs. • Manage the compulsory Year 10 work experience program ensuring all relevant paperwork
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(Work Experience Arrangement and where appropriate Travel and Accommodation forms) is completed prior to placement and originals are filed in a safe place in the WAFE office.

- Liaise with the Year 10 Level Coordinator and the Deputy Principal Students regarding recalcitrant students not working towards securing a work experience placement.
- Provide copies of all work experience related paperwork to students, teachers (for follow up) and mail copies to all employers.
- Ensure an evaluation sheet is sent to employers for them to complete and return in a self-addressed, stamped envelope for copying, filing and dissemination to students. This document then serves as a fantastic reference for students applying to do VCAL and or in obtaining part time employment.
- Ensure all Year 10 students have completed their required and relevant safe@work modules (General and industry) prior to work experience and records of such are kept on file in the Careers office. Signed and stamped originals are returned to the students for their own records.
- Provide support and attend the Geelong Careers EXPO evening as a representative of the Geelong Careers Teachers Association and Saint Ignatius College.
- Attend (where possible) Careers Practitioner seminars (at Universities and TAFEs) in an effort to keep pace with changes and network with post-secondary educational providers and external career colleagues.
- Provide advice to students in Years 9,10 and 11 regarding subject changes and their impact on potential careers and further education programs.
- Liaise with the Special Needs Coordinator and attend (and contribute to) PSG meetings as required.
- Liaise with Integration staff regarding external programs for students experiencing difficulty at school.
- Provide support to ex-students who require additional advice on post-secondary options.
- Manage the College's involvement in Careers taster program such as "The Alcoa Future Leaders of industry" program.
- Work Collaboratively with VCE, VCAL and VASS Coordinators as well as the Daily Organizer/Timetabler, Year Level Coordinators and all other members of College staff.

2. Year 12 Pathways Counseling with the Year 12 students involves -

- Liaise with Year 12 HRT's to encourage all their Year 12 students to set up a time-slot during their spares for a discussion related to their plans for the upcoming years. Parents are also welcome to attend – often these sessions are conducted outside of school hours to fit in with parents' schedules.
- Organise guest speakers to speak to students regarding a range of University, TAFE and Private Provider pathway options.
- Assist with the organization and attendance of the annual Tertiary Institution Service (TIS) event at Deakin University - Waterfront in July.
- Inform the College community of pathway programs/ arrangements – working with Years 10 to 12 YLCs and the VCE Coordinator to plan and conduct Parent Information Evenings.
- Meet with students to discuss their career plans and the impending VTAC process – the formal application process to study at University and some TAFE courses.
- Manage the VTAC application process
- Maintaining and developing a Careers database
- Ensure all Year 12 students have been given the VTAC literature or know where to obtain it.
- Assist students regarding scholarships and SEAS applications as required.
- During Change of Preference week (in line with VTAC's timelines), ensure students are aware of the support provided by the College before courses are chosen.
- Work with relevant students to complete an up-to-date, informative Resume for either a part time job or Apprenticeship/ Traineeship.
- Provide guidance around job application letters and interview techniques to VCE and VCAL students.
- Organise with The Gordon TAFE for the delivery of the RSA course to Year 12 students interested in gaining part time work in the Hospitality Sector in the near future.

3. Vocational Education & Training (VET) Coordination (including School-based Apprenticeships).

- Market and coordinate the VET Taster Programs to the Year 10 students made available through The Gordon TAFE and other local Registered Training Organisations (RTOs).
- Liaise closely with students, parents and teachers in the coordination of the VET application paperwork. Ensure timely applications are sent to the relevant RTOs within the region and liaise with those external staff.
- Liaise with the Business Manager on matters around setting the VET Budget to ensure parents

(of VET students) have been invoiced appropriately.

- Ensure the VET fees charged to the College from the participating RTOs are accurate by reconciling accounts.
- Manage the Structured Workplace Learning (SWL) program for VET students. This also includes liaison with the WRS Teachers within the VCAL program and ensure all relevant paperwork is completed, copied and given to all relevant parties within the designated timeframe.
- Liaise closely with employers of the College's SbAT participants in the setting up of the program and the ongoing rollout of the program.
- Compile and provide an annual SWL report to the CEOM for the amount of hours VET students have attended a workplace throughout the year.
- Ensure all VET and SbAT students have been checked off on XUNO for the VET bus as they attend their weekly off-campus classes.
- Ensure all attendances are noted from VET Training Providers and any anomalies are followed up. Also report to relevant LAL any concerns around the students' TAFE performance, welfare or behavioral issues.
- Liaise closely with the VASS Coordinator by providing accurate enrolment data for entry and ongoing results throughout the year.
- Ensure all on campus VET students receive their VET Certificates (from AST) and file a copy in the WAFE office.
- Notify the CECV Pathways Team of the College's "Intention To Offer " VET programs in July and follow up with confirmation in September.

4. Manage the RTO function of the College

- Liaise with the auspicing RTO, Bendigo based Access Skills Training (AST) to ensure compliance with the VET quality framework – Australian Quality Training Framework (AQTF). This involves regular on-site meetings and correspondence with staff from AST to ensure all paperwork pertaining to the delivery of our VET program(s) is accurate.
- Attend compulsory meetings at CEO Melbourne regarding ATIP, statewide VET Budgets, policies and guidelines around VET partnerships for the upcoming year.
- Inform on-campus VET students of the auspicing arrangement with AST and ensure all enrolment documents are completed, photocopied and sent to AST - Bendigo for data input.
- Liaise with VET Teacher(s) at the College with regards to VET delivery, ensuring Professional Development is recorded and maintained.

5. Professionally represent the College

- Publically speak at information evenings (Years 10,11 and 12) to parents and students with regards to the University VTAC application process, VET and SbAT programs and general career pathways.
- Represent the College and participate in regular VET, SbAT and Careers meetings and sub-committees within the Geelong Region and participate in external sub-committees/working parties on an as needs basis.
- Represent the College at external programs organised by the LLEN, GRVEC, The Gordon TAFE or Deakin University on programs such as; The Alcoa Future Leaders of Industry (AFLOI) program, Experience Community Services (ECS), St. John of God Work Experience (Nursing) program, Ambulance Victoria, VICPOL etc.
- Attend and participate in regular meetings at CECV and with VCAA regarding delivery and any changes to VET program(s) at the College.
- Attend the annual VTAC update briefing regarding any changes to the upcoming course selection period.
- Ensure availability for the twice-yearly Parent/Student conferences – end of Term 1 and 3 and also the Year 12 specific parent / student session.
- Display career development materials at the College's Annual Open Day and discuss opportunities to potential students and their parents.

6. Maintain currency of resource materials and College notice boards

- Maintain the Careers Resource Centre for students to access up-to-date information regarding University, TAFE, Apprenticeships, SBATs and Traineeships opportunities.
- Manage the large volume of mail (physical and electronic) received.
- Maintain noticeboards around the College for students to read upcoming events such as; University and TAFE Open Days, External Study Classes, Provider Information Evenings etc.
- Ensure the Career Voyage Program is purchased annually within the Careers Budget and its use is monitored accordingly.

	<p>7. Internal College communication</p> <ul style="list-style-type: none"> Contribute to regular articles to the College Newsletter regarding University and TAFE Open Days, student programs, student achievements, career development programs and career related matters. Notify students and relevant teachers of job opportunities in the form of apprenticeships or traineeships – in particular VCAL students and teachers. Contribute to The Magis publication summarizing the WAFE events throughout the year. <p>8. Internal meeting attendance</p> <ul style="list-style-type: none"> Attend and provide input into regular Curriculum Team meetings. Attend and provide input into regular VCAL meetings Provide input into Internal Change Programs from time to time. eg: Change2 Project, Year 10 Curriculum Implementation Review Team. Meet with Principal to provide data for Annual Report around VCAL student destinations. Other meetings as directed by Principal or Deputy Principal(s) eg POL Leadership meetings Work closely with the Deputy Principal (Teaching and Learning) on matters such as the Years 9, 10 and 11 level subject selection process in conjunction with other team members. Attend meetings to represent the College, meetings can be held outside school hours Liaise with external stakeholders, eg. Universities, TAFEs, Independent Tertiary Providers (ITPs) Employers, RTO'S, LLENs, Group Training companies, GRVEC, and external Secondary College personnel. All other duties as directed by the Principal
Education and Experience	<ul style="list-style-type: none"> Essential: Post Graduate Degree in Education (Career Education) This qualification allows for professional membership to ACCE. Tertiary qualifications in Careers Education or similar Sound knowledge of VCE and VCAL programs Expert knowledge of Vocational Education and Training (VET) in schools sector as well as School-based Apprenticeship/Traineeship (SBAT) programs Expert knowledge of the post-secondary educational (Higher Education) and Training Sector (Vocational Education) at Universities, ITPs, RTOS and TAFEs. Knowledge of Australian Quality Training Framework (AQFT) and its implication on the quality of VET program delivery in line with the College's auspicing arrangement with Australian Skills Training (AST)
Professional Development	<ul style="list-style-type: none"> Commit to ongoing professional development in relation to your role to maintain current best practice Be open to researching areas of interest relevant to directions provided in the school's strategic plan Continue development of ICT skills as technologies evolve Be an active member of a relevant professional association as duties permit Support collegial learning Participate annually in Ignatian professional development Maintain currency of first aid, mandatory reporting and anaphylaxis training Uphold the professional standards expected of this role
Skills/Attributes	<ul style="list-style-type: none"> Ability to work as part of a team Ability to motivate and inspire people Demonstrated knowledge and experience in working with adolescents Excellent interpersonal and communication skills Experience in the secondary education setting Experience in developing and implementing student programs. Good oral and written communication skills, including ability to communicate with children, parents and the school community Ability to document and record programs Ability to manage complex tasks with minimal supervision Proven capacity to work independently and take ownership of tasks Sound organisational skills including strong attention to detail Self-motivation Ability and willingness to accept policy directives Maturity Capacity to manage own time, complete multiple tasks within a set time frame and show initiative Strong interpersonal skill, including the ability to liaise with a range of College stakeholders Management and negotiation expertise with a strong ability to communicate with all types of

	<p>people both internal and external to the College.</p> <ul style="list-style-type: none"> • Demonstrate the ability to exercise initiative, independent discretion and judgment as required. • The ability to speak to large crowds of people and provide relevant information regarding; subject choices, school programs, post secondary pathways and the VTAC course selection process etc. • Sound counseling, career guidance, administration and accurate record keeping skills. • The ability to multi-task and prioritise tasks. • Computer skills in Word, Excel, Power Point, Email, Internet, Xuno etc. • Demonstrated capacity to maintain confidentiality
Child Safety and Pastoral Care	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Maintain currency of Child Safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College's pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
General, Administrative and School Community Duties	<ul style="list-style-type: none"> • Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial procedures
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Consider participation in social justice activities/retreats/spiritual programs.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

As per the Victorian Catholic Education Multi Enterprise Agreement 2013.

Remuneration and hours will be as agreed according to your contract of employment

Education Support Officer Category C

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years