

VET Beauty Teacher

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ-centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centred community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

Expectations of Staff in a Child Safe School

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

Teachers at Emmaus College

Teachers at Emmaus College work together in a spirit of cooperation with the best interests of all students at the forefront and within the confines of College policies and procedures to achieve the curriculum, learning and student wellbeing goals of the College.

The Position

The VET Beauty Teacher delivers and assesses the SHB30121 Certificate III in Beauty Services qualification to secondary school students as part of the Victorian VET Delivered to School Students (VETDSS) program. This role is responsible for providing high-quality, compliant, and engaging training that equips students with the skills and knowledge required for entry-level employment or further study in the beauty industry. The position ensures all training and assessment practices meet the requirements of the Victorian Registration and Qualifications Authority (VRQA) and the Standards for RTOs (2025).

Key Responsibilities and Duties:

Teaching and Learning

- Plan, deliver and assess units of competency from SHB30121 Certificate III in Beauty Services in accordance with the Training and Assessment Strategy (TAS).
- Develop engaging, inclusive and industry-relevant learning and assessment materials, aligned with VCAA VETDSS structures and tailored for secondary school learners.
- Prepare and maintain lesson plans, assessment tools and learning resources consistent with training package and RTO compliance requirements.
- Provide high-quality practical training in areas such as waxing, lash and brow services, manicure and pedicure, make-up applications, cosmetic tanning and retail consultation.
- Provide timely and constructive feedback to student performance and progress.
- Ensure a safe, hygienic and inclusive learning environment compliant with Work Health and Safety (WHS) and infection control standards.
- Conduct competency-based assessment in line with VRQA and RTO standards.
- Maintain accurate, current records of student attendance, assessment evidence, and competency outcomes.

Quality Assurance & Compliance

- Participate in assessment validation and moderation processes with the auspicing RTO.
- Adhere to all policies and procedures outlined in the school's VET Quality Framework and RTO partnership agreement.
- Ensure delivery and assessment comply with:
 - Standards for RTOs (2025)
 - VRQA guidelines for VET programs in schools
 - SHB Training Package requirements
 - College and RTO policies and procedures
- Support continuous improvement processes and contribute to internal and external RTO audits as required.

Student Support & Engagement

- Foster a safe, supportive, and inclusive classroom environment that promotes student wellbeing and engagement.
- Encourage professionalism, industry readiness and employability skills development.
- Build and maintain relationships with salons, spas and other local industry partners to support Structured Workplace Learning (SWL) and maintain industry currency.
- Guide and mentor students on career pathways and further education opportunities.
- Liaise with parents, school staff, and RTO representatives regarding student progress and performance.

Industry & Professional Standards

- Model and maintain current industry practices and vocational competency relevant to the qualification.
- Engage in ongoing professional development related to both VET teaching and the beauty industry.
- Promote and implement safe work practices, infection prevention, and control procedures consistent with current regulations.
- Dispose of waste and chemicals in accordance with legislative and environmental requirements.
- Maintain and update risk assessments for activities involving hazardous substances or dangerous goods.
- Maintain an up-to-date Safety Data Sheet (SDS) register, equipment and materials inventory and implement specialist cleaning procedures as required.
- Collaborate with VET staff, trainers and RTO representatives to ensure continuous improvement and high-quality program delivery.
- Any other duties as required by the Deputy Principal- Learning and Innovation and the Principal.

Essential Qualifications and Accreditations

The VET Beauty Teacher will be required to have the following competencies/qualifications:

- Certificate IV in Training and Assessment (TAE40116) or successor qualification.
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- SHB30121 Certificate III in Beauty Services (or higher qualifications in Beauty Therapy).
- Demonstrated vocational competency and industry currency relevant to the units being delivered.
- Recent and relevant industry experience within the beauty services sector.
- Experience delivering VET or VETDSS programs within a secondary school environment.
- Knowledge of VETDSS delivery requirements and compliance frameworks in Victoria.
- Current Working With Children Check (WWCC).
- Minimum Level 1 First Aid qualification, or willingness to undertake the training course.

The successful applicant will have a strong understanding of competency-based training and assessment principles, coupled with thorough knowledge of VCAA VETDSS requirements and VRQA compliance standards. They will be skilled in creating safe, engaging, and inclusive learning environments for school-aged students, fostering both confidence and practical skills. Exceptional communication, organisational, and interpersonal abilities are essential, alongside a genuine commitment to student achievement and upholding industry-standard practices.

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and Working with Children Checks. Salary is paid in accordance with the Catholic Schools Multi-Employer Agreement according to years of experience and qualifications. The successful candidate will work one day per week on Wednesdays.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.