

VET Building and Construction (Carpentry) 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 Building and Construction (Carpentry) Teacher is responsible for delivering and assessing the 22614VIC Certificate II in Building and Construction Pre-apprenticeship (Carpentry) qualification to secondary school students as part of the Victorian VET Delivered to School Students (VETDSS) program. This role ensures the delivery of high-quality, compliant, and industry-relevant training that prepares students for entry-level employment, apprenticeships, and further education pathways within the building and construction industry. The teacher provides practical instruction in carpentry, construction methods, use of hand and power tools, workplace safety, measurement and calculations, material handling, and basic construction techniques while maintaining compliance with Victorian Registration and Qualifications Authority (VRQA) requirements and the Standards for RTOs (2025).

Key Responsibilities and Duties

Teaching and Learning

- Plan, deliver and assess units of competency from the 22614VIC Certificate II in Building and Construction Pre-apprenticeship (Carpentry) in accordance with the Training and Assessment Strategy (TAS)
- Develop engaging, practical and industry-aligned learning materials suited to secondary school learners
- Deliver practical training in carpentry trade skills including setting out, sub-floor construction, wall framing, roof framing, use of carpentry tools and equipment, interpretation of plans and drawings and workplace safety practices.
- Deliver practical training in areas such as workplace safety, construction industry knowledge, use of hand and power tools, measurements and calculations, materials handling, carpentry techniques, framing, fixing and basic construction projects
- Maintain accurate lesson plans, assessment tools and learning resources consistent with curriculum requirements and RTO compliance standards
- Provide timely feedback on student progress and performance
- Ensure all practical and workshop activities are conducted in a safe, controlled and compliant environment aligned with Work Health and Safety (WHS) requirements and industry standards
- Conduct competency-based assessment and maintain records of attendance, assessment evidence and outcomes
- Supervise student participation in practical construction activities and projects using industry-standard tools, equipment and materials

Quality Assurance & Compliance

- Participate in assessment validation and moderation activities with the auspicating 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
 - 22614VIC Certificate II in Building and Construction Pre-apprenticeship curriculum requirements
 - College and RTO policies and procedures
- Support continuous improvement and contribute to internal and external audits as required
- Maintain assessment records and evidence in accordance with regulatory and RTO requirements

Student Support & Engagement

- Create a safe, inclusive and supportive classroom and workshop environment
- Encourage professionalism, employability skills and workplace readiness
- Support student understanding of industry pathways into apprenticeships, traineeships and further study within the building and construction sector
- Maintain communication with parents, school staff and RTO representatives regarding student progress, attendance and wellbeing
- Support the coordination, monitoring and evaluation of Structured Workplace Learning (SWL) opportunities in partnership with employers, students, and school staff.
- Promote positive workplace behaviours and expectations consistent with construction industry standards
- Support learner participation through identification and referral of Language, Literacy, Numeracy and Digital (LLND) support requirements in accordance with school and RTO processes

Workshop & Resource Management

- Maintain a safe, organised and industry-standard construction workshop environment
- Monitor, maintain and report on the condition of tools, equipment, machinery and training resources
- Ensure workshop facilities replicate industry-standard and simulated workplace environments appropriate to the delivery of the qualification
- Manage workshop consumables, timber stocks, hardware and materials required for practical training activities
- Ensure all plant, equipment and tools are inspected, tested and maintained in accordance with manufacturer specifications, WHS requirements and school procedures
- Maintain appropriate records relating to equipment maintenance, safety inspections and asset registers
- Ensure students are provided with and correctly use Personal Protective Equipment (PPE) during practical activities
- Identify and report hazards, incidents and maintenance requirements in a timely manner
- Support the procurement and selection of equipment and materials that reflect current industry standards and practices

Industry & Professional Standards

- Maintain current vocational competency and industry currency relevant to carpentry and building and construction practices
- Engage in professional development relating to VET pedagogy, workplace safety and current industry practices
- Promote and implement safe work practices, sustainability principles and environmental awareness within construction activities
- Maintain and update workshop risk assessments, equipment registers and Safe Work Method Statements (SWMS)
- Ensure compliance with WHS legislation, construction industry regulations and environmental requirements
- Collaborate with VET colleagues, trainers and RTO representatives to support continuous improvement and excellence in program delivery
- Maintain industry networks and engagement to ensure training reflects current workplace practices and employer expectations
- Any other duties as required by the Deputy Principal- Learning and Innovation and the Principal.

Essential Qualifications and Accreditations

The VET Building and Construction (Carpentry) Teacher will be required to have the following competencies/qualifications:

- Certificate IV in Training and Assessment (TAE40116) or successor qualification, or qualifications that meet the current Standards for RTOs requirements.
- Certificate III in Carpentry or higher relevant building and construction trade qualifications.
- Demonstrated vocational competency and current industry currency relevant to the units being delivered and assessed
- Experience in VET or VETDSS program delivery within a secondary school setting
- Knowledge of VETDSS delivery requirements and Victorian compliance frameworks
- Current Working With Children Check (WWCC)
- Relevant trade qualifications and evidence of ongoing industry engagement
- Current White Card (Construction Induction Card)
- 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 practices, as

well as knowledge of VRQA, VCAA VETDSS and RTO compliance standards. They will demonstrate a sound understanding of building and construction industry practices, workplace safety requirements and carpentry techniques, and the ability to create engaging, practical learning environments that promote safety, participation and inclusion. The role requires excellent communication, organisational and interpersonal skills, along with the ability to supervise students safely in workshop and construction environments. The successful applicant will also demonstrate a strong commitment to student learning, safety and industry-standard practice, and the ability to foster employability skills and workplace readiness among secondary school students.

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 minimum one day per week (0.20 FTE) in an ongoing capacity.

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.