

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION

~ Vocational Major Coordinator ~

Title	Vocational Major Coordinator
Appointed by	The Executive Principal
Responsible to	The Campus Principal through the Head of Senior School

Role in the Management Structure

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Chairo Christian School, including the effectiveness of the educational practice and programs;
- The Principal (Drouin), Principal (Pakenham), Principal (Leongatha) and Director of Teaching & Learning assist the Executive Principal in his/her role as part of the Executive Management;
- The Head of School (Junior, Middle or Senior School) has specific responsibility for overseeing the regular/routine day-to-day activities of his/her School Section;
- A **Vocational Major Coordinator** assists the relevant Head of School to coordinate all aspects of student administration in VPC/VM including enrolment, assessment, monitoring and record keeping.

General Attributes

A Vocational Major Coordinator is required to be:

- A highly competent teacher who demonstrates leadership in the specified area;
- Able to provide a Godly example to fellow staff and students through their teaching practice, manner, relationships and general lifestyle;
- Well informed of current educational practices and philosophies both within the Christian School movement and alternative education systems and with regards the delivery of Vocational Major Coordinator related subjects;
- Able to demonstrate a sound knowledge of teaching from a Christian Worldview perspective (encompassing biblical foundations that are consistent with our Statement of Faith) and be able to effectively implement such teaching practices;
- Able to adhere to the 'Standards of Professional Practice' as required by the Victorian Institute of Teaching (VIT);
- Familiar with and adhere to the Child Safe Standards as outlined in the Child Safety and Wellbeing Policy;

Position Responsibilities

A Vocational Major Coordinator is required to:

- Ensure that Vocational Major Coordinator areas in the school are well administered;
- Support the Head of Senior School in the overall leadership and coordination of structured workplace learning and work experience.
- Implement initiatives that align with the strategic directions of the school;
- Chair meetings as required;
- Liaise with other Coordinators as required.

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Specific Areas of Responsibility

The following are the key areas of responsibility for the Vocational Major Coordinator and will form the basis of ongoing review.

Student Management

- Take pro-active steps to monitor and role model values and behaviours that positively shape community and culture;
- Provide support and guidance to year level teachers regarding student behaviour management;
- Collaborate with Year Level Coordinators to manage and implement the discipline systems;
- Provide updates to the Head of School and Learning Support on any student academic or behavioural concerns.

Curriculum and Pedagogy

- Maintain learning materials and develop activities in conjunction with Vocation Major staff in order to meet the Vocational Major criteria and individual student needs;
- Ensure documentation meets standards; eg Linc, Rubicon, reporting, and subject outlines;
- Participate in regular reviews of curriculum delivery and effectiveness;
- Evaluate the effectiveness of the programs and activities;
- Maintain consistent standards of assessment and reporting.

Staff

- Liaise with other relevant teaching staff to ensure curriculum and assessments allow for all outcomes to be covered and manage any cross-curricular (integrated) project work.

Communication/Administration

- Organise and maintain the Year 10 Work Experience Program including liaising with external providers and organising workplace visits;
- Maintain all aspects of student administration in VET including enrolment, assessment and monitoring;
- Provide advice for relevant support services or referrals for Vocational Major students, together with the Pathways Coordinator;
- Facilitate team meetings, and attend SSGs for students requiring learning support;
- Document good Vocational Major practices and case studies;
- Develop and strengthen the relationships with Vocational Major teachers, Pathways Coordinator, Year level Coordinators, and external stakeholders in order to provide a high standard of delivery within the Vocational Major Program;
- Establish connections with external agencies (including Registered Training Organisations) that will promote community links, support and structured work placements for Vocational Major students;

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- Attend professional development activities and local network meetings in order to maintain support and information for the Vocational Major program;
- Provide information to the school community about the Vocational Major Model in order to promote and support the integration of the program into a whole school approach to post compulsory initiatives;
- Provide updates to the Head of School and Learning Support regarding possible student needs and program support;
- Maintain an annual budget and maintain financial records of expenditure;
- Provide enrolment and assessment advice to VET and VASS Administrator within the required time frame for VASS data requirements;
- Liaise with Student Workplace and VET Providers regarding student progress, including attendance;
- Coordinate/attend site visits and or initiate contact with external providers and workplaces to support student achievement, safety and welfare;
- To ensure excursions and learning activities are relevant and conducted in accordance with school policies and procedures;
- Liaise with VET Administrator, relevant Year Level Co-ordinators and Pathways Coordinator in order to assist students while carrying out work placements;
- Attend Senior School Expo Evening on behalf of the Vocational Major program.

Accountability

A Vocational Major Coordinator answers directly to the relevant Head of Senior School.

Time allocation

A time allocation will be provided relevant to the respective duties per sub-school. This is determined by the Campus Principal and Business Manager and may be reviewed.

POR Allowance

As a POR, this position will receive a POR Allowance as determined by the Business Manager and will be provided and paid whilst performing the duties the Vocational Major Coordinator position.