



Position Description – VET/Careers Coordinator

OUR MISSION

To serve our community through high quality education in a caring Christ centred environment; empowering our students to shape a better world.

It is our vision, at St James Lutheran College to be a leading model on innovative Christian education excellence.

POSITION PURPOSE AND SCOPE

The VET/Careers Coordinator at St James supports the mission and ministry of the College as he/she competently teaches and pastorally cares for students within the College.

Mission Focus

The VET/Careers Coordinator will promote the mission of the College by:

- Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of St James Lutheran College
- Working closely with, and being guided by the Principal in spiritual matters
- Focusing on nurturing and individual gifts of students and staff in the community and promoting harmonious, synergistic relationships
- Promoting educational excellence in all aspects of school life (curricular and co-curricular)
- Personally modelling the attributes of a lifelong learner (inner learning, complex thinking, community participation, collaborative learning and quality production)
- Maintaining harmonious relationships and resolving conflict through following the College's Round Table Policy/Restorative Practices
- Fostering the development of a learning community through collaborative and servant leadership
- Assisting the Principal in setting the tone of the College: one which is orderly, industrious, respectful and harmonious
- Exercising effective management and administration to facilitate the educational process
- Investigate areas of concern, problem-solve and in collaboration with the Principal initiate policies and action to enhance the educational and spiritual mission of the College.

The VET/Careers Coordinator report directly to the Head of Secondary School and is accountable to the Principal.

KEY RESPONSIBILITIES

Principle Duties

- Coordinate enrolment of students in VET certificates in Senior Studies courses, liaising with appropriate Registered Training Organisation (RTO's).
- Meet with students and families who are participating in VET courses and ensure that all criteria is met for enrolment and all parties are aware of any costs associated with these courses.
- Continue to build the profile of VET courses in and out of the College.
- Support and manage School Based Traineeship's
- Provide support to staff involved in VET courses where necessary.
- Coordinate the Work Experience Program in Year 10. This includes liaising with local companies and organisations in order to build the capacity of this program.
- Develop and classes in Career Education in the Senior School.
- Coordinate guest speakers and in-class seminars for senior students linking to Career Development and non ATAR pathways.
- Meet with the Head of Secondary School on a regular basis to update on VET courses and pathways and Career Development courses.



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OTHER REQUIREMENTS

- Convey to the public a positive image of the College
- Abide by the Code of Ethics explained in the College's Child Protection and Valuing Safe Communities policies i.e. Staff Code of Ethics for Safe and Professional Relationships
- Ensure that the College is not used to promote the teacher's own particular denominational or religious belief, behaviours or practice where these are not the practising ethos or the College.
- Participate in staff training and development activities to assist in the achievement of individual/work goals. Hold a current driver's licence if the position requires the teacher to transport others and inform the Principal of any changes to the status of a driver's licence
- Abide by the College Privacy Policy

QUALIFICATIONS

- Teacher Registration in Queensland preferable but not required
- Graduate and/or Post-Graduate qualifications relevant to the position
- Cert IV – TAE preferable but not required

CONDITIONS

Duties and responsibilities as a teacher within a Lutheran school are outlined in the Award governing Teachers in Queensland Independent Schools and in the Lutheran Schools Enterprise Bargaining Agreement and Deed of Arrangement (2016) Schedule 3 and between the Lutheran Church of Australia (Queensland District) Schools Department and the Queensland Independent Education Union.

Time Fraction: 0.6 FTE

INSTRUCTIONS

Please

- Submit a CV which includes relevant qualifications and employment experiences
- Include a written application that addresses how your skills and experience will fulfill this role and address the key selection criteria
- Provide the names and contact of 3 referees (one must include your current or immediate past employer)
- Email to Mr. Luke Schoff, Principal - jobs@stjameslc.qld.edu.au

Applications close 9am Monday, 2nd September 2019

WORKPLACE HEALTH AND SAFETY

Effective implementation of the School's Workplace Health and Safety Policy requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

EMPLOYMENT COLLECTION NOTICE

1. In applying for this position, applicants will be providing St James Lutheran College with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St James Lutheran College may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they are unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St James Lutheran College will not disclose personal information to a third party without the applicant's consent.



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6. Applicants who provide St James Lutheran College with personal information of others are encouraged to inform such persons:
 - a. that they are disclosing that information to the School;
 - b. the reason they are disclosing that information;
 - c. that they can access that information if they wish;
 - d. that the School does not disclose the information to third parties; and
 - e. that the School may store the information for eight (8) weeks.