



PARADE COLLEGE

POSITION DESCRIPTION

Position Title	Trainer - VET Small Business Operations and Innovation
Reports To	Principal, Assistant Principal, Partnerships and Pathways (Executive Officer RTO)

PRIMARY PURPOSE OF POSITION

Parade College is a Catholic secondary school with campuses at Bundoora and Preston. It is the oldest Edmund Rice School in Australia, dating back to 1871, and has a proud history of excellence in the education and pastoral care of young people. Parade offers a multitude of curriculum options for boys and girls whatever their interest may be; from academic, sporting, music, visual arts and trade options.

The Edmund Rice Trade Training Centre was established at the Bundoora campus at the beginning of 2010 and the Preston campus in 2013. To support the focus of the Centre, Parade College was granted Registered Training Organisation (RTO) status in October 2013. Since this time the College provides pre-apprenticeship and VET training to students in years 10, 11 and 12 who are intending on pursuing post-secondary studies either at TAFE or university; apprenticeships, or employment. The College offers a range of vocational courses to both internal and external secondary students. Our courses are delivered by fully accredited trainers whose industry based knowledge and skills remain relevant and current.

VET Small Business Operations and Innovation

The VET (Vocational Education and Training) Small Business Operations and Innovation certificate teaches students practical enterprise, operations, and financial skills. This certificate provides learners with the knowledge and skills required to work effectively in small or micro-businesses across a range of industry sectors. The course includes units that address the skills and knowledge to follow small business routine procedures, work safely, communicate effectively and professionally, support policies and procedures, and contribute to basic marketing, business operations and innovation.

Role of the VET Small Business Trainer:

Delivering Curriculum: Teaching units covering marketing, planning, and basic finance.

Assessing Competency: Using practical observation and benchmarking tools to evaluate real-world skills.

Mentoring: Guiding students through running simulated or actual micro-projects.

Ensuring Compliance: Maintaining alignment with Registered Training Organisation (RTO) and ASQA guidelines.

At Parade College, the Classroom Teacher is responsible for creating a positive and disciplined learning environment:

- in the classroom
- in co-curricular activities
- when interacting informally with students.

In this way, each student is challenged to grow in knowledge and maturity, according to their potential, in all aspects of their life.

STATEMENT OF DUTIES	
Duties	• Normal teaching duties as required by the Principal • Development and establishment of appropriate teaching strategies • To focus on what is conducive to excellent teaching in the learning area • To deliver the required VCE VET program as per course guidelines • To prepare lesson plans • To process student results and associated student administration; maintaining effective record keeping including attendance records • Report student progress to parents • To advise the Learning Area Leader of curriculum requirements in advance • To work with the Executive Officer of the RTO in fulfilling ASQA Compliance and annual audit requirements • To ensure that the Executive Officer of the RTO receives an updated list of competencies for the VET students as required • Attend College Parent teacher meetings, parent information sessions, College and external professional development opportunities • To attend staff and RTO meetings • Participate and attend in relevant Professional Learning Teams and Learning Area meetings • Ensure that Trade Training Centre tools and equipment are properly used and maintained • Ensure students are adequately supervised in the Trade Training Centre • Maintain effective discipline procedures and follow College procedures • To conduct classes timetabled as required
Areas of Responsibility	The Classroom Teacher promotes the mission and ethos of the College through structured classroom prayer, participation in the liturgical life of the College, and modelling of appropriate standards of behaviour. Maintaining a positive and effective learning environment through: • Well-prepared and varied lessons, which cater to the range of student abilities and interests • Setting of realistic and challenging academic standards of student performance • A challenging and realistic program of student homework • Prompt and comprehensive attention to student work submitted for marking and supervision • Demonstrating knowledge, competence and confidence in the relevant subject discipline • Demonstrating high levels of professionalism in all activities • Providing data in relation to each student required for the College recording and reporting system. • Maintaining standards of student care and discipline in and outside of the classroom, through support for and implementation of the College's Student Well-Being Policies and Procedures. It is a requirement that Teachers are loyal to the ethos of Parade College and the Edmund Rice Charter and will demonstrably enact College Policies and support the Principal and various Leadership Teams of the College.
KEY PERFORMANCE INDICATORS	
• Satisfactory student and parent feedback • Satisfactory feedback from peers and Learning Area Leaders • Effective completion of reports and essential records • Sound communications with parents, students and peers • Effective classroom management skills • Sound professional development program • Evident support for College policies and programs • Some participation in the wider curriculum	

POSITION REQUIREMENTS	
Sills and Attributes	• Passion for teaching • Passion for the subject • Knowledge of VET requirements and processes for VET classes • Interest in and respect for students • Desire for best possible academic outcomes • Punctuality and good personal organisation skills • Positiveness and professionalism • Commitment to meeting Child Safety requirements
Child Safety	• Be a suitable person to engage in child-connected work • Be experienced in working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards. • Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA. • A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.
Selection Criteria	Applicants should be able to demonstrate: 1. Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. 2. Successful completion of the required relevant qualifications including: • An academic qualification within the business stream (Accounting, Marketing, Management or similar) and demonstrated work experience; and • Certificate IV in Training and Assessment or VET Skill Set, with • Current, or eligibility for, Victorian Institute of Teaching registration. 3. A thorough understanding of the requirements, and experience of teaching a VCE VET program. 4. Sound knowledge and understanding of the compliance requirements for ASQA in Certificate II Small Business Operations and Innovation. 5. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes. 6. Proven ability in curriculum Writing for Certificate II Small Business Operations and Innovation . 7. Ability to effectively work within a team of teaching staff to ensure a very high standard of professional practice within the relevant learning areas. 8. Well-developed interpersonal skills including organisation and communication with the ability to work effectively, independently and collaboratively, as part of a team. 9. Commitment to ongoing professional learning.
TERMS AND CONDITIONS	
• Terms and conditions for this position are as outlined in the <i>Catholic Education Multi Enterprise Agreement 2022</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications. • The position reports to the Assistant Principal, Partnerships and Pathways. • The position will, from time-to-time require attendance outside normal hours. • The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting. • All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act. • Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Childs Protection Policies.	