



# Dean of VCE Vocational Major

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours.

As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

Applications are invited from suitably qualified, highly motivated and innovative leaders with excellent organisational skills and a passion for Catholic Education in the Edmund Rice Tradition and the safety and wellbeing of children, for the Dean of VCE Vocational Major position.

The Dean of VCE Vocational Major provides vision, inspiration, encouragement and assistance to all members of staff, providing support to the Leadership Team of the College and acting under their direction. She/he is expected to demonstrate excellence in the knowledge, understanding and research in the enhanced VCE Vocational Major program.

In consultation with the Assistant Principal Teaching and Learning, the Dean of VCE Vocational Major is responsible for the implementation and development of the Vocational Major courses at the College, including the College Sports Academy.

The leadership appointment is for a three year term, with an ongoing teaching position associated with this appointment. This leadership position attracts a generous Position of Leadership Allowance and time release per cycle.

## Application Requirements

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role
- a current **Curriculum Vitae**; together with
- the completed '**Position of Leadership Application Form**' available on the College website.

Applications should be emailed to [hr@parade.vic.edu.au](mailto:hr@parade.vic.edu.au), addressed to the Principal. **Applications close at 4pm, Monday 30 January 2023** (*interviews may be held during the application period*).

*Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.*

*This community is committed to the safety, wellbeing and protection of all children in our care.*



## PARADE COLLEGE POSITION DESCRIPTION

<b>Position Title</b>	Dean of VCE Vocational Major
<b>Reports To</b>	Principal; Assistant Principal, Teaching and Learning

### PRIMARY PURPOSE OF POSITION

The Dean of VCE Vocational Major works in consultation with the Assistant Principal Teaching and Learning and is responsible for the implementation and development of the Vocational Major courses at the College, including the College Sports Academy.

The primary objectives of the Dean of VCE Vocational Major is to:

- Improve staff, student and community awareness/understanding by promoting the Vocational Major Program at Parade College;
- Improve staff, student and community understanding of the educational benchmarks associated with undertaking a Vocational Major course.
- Expand the variety of Vocational Major courses offered at Parade College to students. Increase the number of student enrolments in the Vocational Major Program.
- To collaborate with the Assistant Principal, Teaching and Learning and the Learning Area Leader, Vocational Major in developing appropriate curriculum/program offerings at the College.
- Develop community partnerships which will progress the Vocational Major Program.

The Dean of VCE Vocational Major will also work closely with the:

- Learning Area Leader, Vocational Major;
- Director of Preston Campus;
- Executive Officer, RTO;
- Dean of Learning (Years 10-12);
- Dean of Students (Years 10-12);
- Student Wellbeing Leader (Upper) Preston Campus and the relevant Upper House Leaders at Bundoora;
- Sports Academy Coordinator; and the
- Careers Leader.

The Dean of Vocational Major will work alongside the Careers Leader and Dean of Learning (Years 10-12) with students interested in pursuing education in the Vocational Major area, as well as liaise with the VASS Administrator to provide Vocational Major enrolment information. The Dean of Vocational Major will also support the Learning Area Leader, VCE Vocational Major to ensure teachers provide assessment information in a timely manner.

STATEMENT OF DUTIES	
<p><b>Leadership and Management of Vocational Major program</b></p>	<ul style="list-style-type: none"> <li>• Support the Assistant Principal, Teaching and Learning in the coordinating of student subject application processes for Vocational Major and ERPP.</li> <li>• Develop, monitor, evaluate and modify the Vocational Major program to ensure quality outcomes.</li> <li>• Work with the Assistant Principal, Teaching and Learning to bring about incremental improvement in learning outcomes for students undertaking Vocational Major, including the College Sports Academy.</li> <li>• Ensure students are supported in their learning to optimise opportunities beyond secondary school.</li> <li>• Ensure staff understand and fulfil their responsibilities within the Vocational Major program consistent with the ethos of the College and the requirements of the relevant statutory authorities.</li> <li>• To lead the teaching and learning process by modelling new/best practice.</li> <li>• To monitor what is being taught in learning area classes.</li> <li>• To provide recommendations for staff appointments and teaching allotments.</li> <li>• Assist teachers with classroom teaching practice, including the development of courses and the use of an appropriate learning and teaching strategies, with a focus on continual improvement in student outcomes.</li> <li>• To provide advice to students with respect to VET selections in their Vocational Major and Pathways program.</li> <li>• To case manage students who engaging in School Based Apprenticeships/Traineeships.</li> <li>• To act as representative and advocate for the Vocational Major program.</li> <li>• To work closely with the Careers Leader to ensure appropriate advice and support is offered to students in exploring pathways options.</li> <li>• To work closely with the Literacy Leader in improving literacy across Years 10 to 12.</li> <li>• To complete reports and manage student enquiries on final Vocational Major results for the college.</li> <li>• Develop and manage annual budget for the Vocational Major program.</li> <li>• To coordinate Vocational Major assessment and reporting on the campus</li> <li>• Attend VCAA Training Days.</li> <li>• To ensure all students are correctly enrolled in Vocational Major with the VCAA in collaboration with the VASS Administrator.</li> <li>• To liaise with the VASS Administrator to ensure all requirements are met for students' Vocational Major enrolments and assessments.</li> <li>• To liaise with the VCAA and other official bodies related to provision of Vocational Major.</li> <li>• Develop relationships with employers, employer groups and external agencies to enhance opportunities for each student's work placements and post-secondary pathways.</li> </ul>
<p><b>Responsibilities for Students</b></p>	<ul style="list-style-type: none"> <li>• Provide students and their parents/guardians with all the relevant information concerning the Vocational Major, including details of Vocational Major, or SBAT's units offered by the College, requirements for satisfactory completion of a unit, assessment calendar, appeal procedures and Special consideration processes.</li> <li>• Work with students and parents/guardians regarding matters related to academic progress, attendance and pastoral care, including supporting the Student Wellbeing Leader with wellbeing and discipline issues.</li> <li>• Assume overall responsibility for the production of relevant documentation and communication pertaining to Vocational Major, and for the organisation of Information Evenings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consult with relevant staff to assist students to make informed decisions in planning and selecting their Vocational Major, program.</li> <li>• Assist with the planning and coordination of major events relating to the Vocational Major program.</li> <li>• Provide timely and well-informed advice to students on subject selection and manage change of subjects for all VASS enrolled subjects.</li> <li>• With the Dean of Learning (Years 10-12) and the Dean of Students (Years 10-12) assume responsibility for the end of year arrangements for Year 12 including Graduation.</li> <li>• Ensure appropriate study and attendance protocols for students at school.</li> <li>• Ensure students with specific learning needs are appropriately supported in their Vocational Major program.</li> </ul>
<b>Student Wellbeing</b>	To work with the Student Wellbeing Leader (Upper) Preston Campus, Upper House Leaders at Bundoora and the Director of Preston Campus to provide a holistic education for students in Year 10 to 12.
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• To model to staff and students the best practice in restorative philosophy.</li> <li>• To model perseverance, sensitivity, compassion, patience and discretion in the face of complex and difficult situations.</li> <li>• To exercise discretion when handling confidential and sensitive information.</li> <li>• To ensure College expectations regarding study habits, dress and conduct are maintained.</li> <li>• To accept a leadership role in College events.</li> <li>• Support the College New Student Enrolment process through: <ul style="list-style-type: none"> <li>– leadership and attendance at the College Open Day; and</li> <li>– the facilitation of new student interviews and liaison with the Enrolment Officer with regards to feedback following a new student enrolment interview.</li> </ul> </li> </ul>
<b>Administration</b>	Other duties as requested from time to time by the Principal and/or Assistant Principal, Teaching and Learning.

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> <li>• Evidence of high levels of student engagement and completion of Vocational Major studies.</li> <li>• Evidence of successful placement of students in ongoing work placement, employment or further study beyond school.</li> <li>• Accurate documentation, record keeping and data entry.</li> <li>• Clear and well documented processes for students and teachers of Vocational Major, including the College Senior Sports Academy.</li> <li>• Evidence of a highly functioning team of Vocational Major teachers who share good practice and challenge poor performance.</li> <li>• Incremental improvement in student achievement rates within the Vocational Major across the College.</li> <li>• Evidence of the use of data to inform improved outcomes for students of Vocational Major.</li> </ul>

POSITION REQUIREMENTS	
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• The Dean of Vocational Major is required to have a comprehensive knowledge of this curriculum area and of current trends in curriculum development.</li> <li>• The Dean of Vocational Major needs to lead and inspire a team of teachers to achieve desired educational outcomes of the College.</li> <li>• The Dean of Vocational Major requires the capacity to be an effective instructional leader, learning area architect, and curriculum strategist.</li> <li>• The Dean of Vocational Major is required to have an understanding of the operative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.</li> </ul>

<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work</li> <li>• Be experienced in working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards,</li> <li>• Working familiarity with Child Safe requirements and expectations of MACS PROTECT, VIT, EREA and VRQA</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Willingness to support 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.</li> <li>2. Demonstrated capacity to develop positive relationships with senior students.</li> <li>3. A thorough demonstrated understanding of the requirements of VCAA with regard to the Vocational Major program.</li> <li>4. Demonstrate both an understanding and an ability to be an instructional leader with an ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.</li> <li>5. Knowledge and understanding of contemporary practices and policies related to student learning and, in particular, boys' education.</li> <li>6. Strong interpersonal communication and negotiation skills with demonstrated ability to build rapport, provide guidance and assistance, interact effectively at all levels of the College and develop internal and external relationships.</li> <li>7. Understanding and support of policies and the ability to encourage the implementation of these policies within the Learning Area.</li> <li>8. Commitment to ongoing professional learning.</li> </ol>

<b>TERMS AND CONDITIONS</b>
<ul style="list-style-type: none"> <li>• Terms and conditions for this position are as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications.</li> <li>• This position attracts a POL 4 allowance and a generous time allowance, as determined by the Principal.</li> <li>• The leadership appointment is for a three year term, with an ongoing teaching position associated with the appointment. The leadership position will be re-advertised after three years and is subject to the College cyclical review program.</li> <li>• The position reports to the Assistant Principal, Teaching and Learning and will need to be available to the Assistant Principal during specified periods leading up to the commencement of school and after school finishes.</li> <li>• The position will, from time-to-time require attendance outside normal hours.</li> <li>• 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.</li> <li>• All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.</li> <li>• 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.</li> </ul>