



Teacher of VET Business

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.

Parade College is a Registered Training Organisation that was established in 2013 in accordance with the VET Quality Framework and the requirements of the Australian Skills Quality Authority. 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.

The Classroom Teacher at Parade College supports each student to be challenged to grow in knowledge and maturity, according to his potential, in all aspects of his life. Teachers at Parade College are highly competent, passionate and engaged in their practice. They work hard to inspire students to be critical and deep thinkers, as well as problem solvers and responsible contributors to the global community. They ensure the best possible learning environment for students and are committed to their own continued growth as a teacher.

Applications are invited from suitably qualified, highly motivated and innovated teachers, with excellent organisational skills and a passion for Catholic Education in the Edmund Rice Tradition and the safety and wellbeing of children.

Applications are sought for the full-time ongoing position as a **Teacher of VET Business** commencing 27 January 2023.

The successful candidate would:

- Be passionate about empowering learners through quality delivery and assessment;
- Have the skills and qualifications to deliver programs that provide students with pathways to further education and employment;
- Have experience in the delivery and assessment of vocational education and training;
- Be enthusiastic, passionate about teaching and able to demonstrate a genuine care for students;
- Be prepared to plan, develop and teach programs that cater for the needs of individual students;
- Be able to incorporate a variety of teaching and learning strategies;
- Have effective interpersonal and communication skills and are able to demonstrate an ability to keep accurate, updated and ongoing records and reports.

Current, or eligibility for, Victorian Institute of Teaching registration is required together with:

- a vocational qualification in Business/Business Administration training package/s;
- a current Certificate IV in Training and Assessment; and
- recent and relevant industry experience and professional development to ensure Industry currency.

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
- a completed **Application for Teaching Position Form** available on the College website.

Applications should be emailed to hr@parade.vic.edu.au, addressed to the Principal.

Applications close at 4pm, Thursday 17 November 2022. (*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

Position Title	VET Business
Reports To	Principal, Executive Officer RTO

PRIMARY PURPOSE OF POSITION

Parade College is a Catholic boys' 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 men. Parade offers a multitude of curriculum options for boys whatever their interest may be; from academic, sporting, music, visual arts and trade options.

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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 his potential, in all aspects of his life.

STATEMENT OF DUTIES

Duties	<ul style="list-style-type: none"> • 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 Chief Executive Officer of the RTO in fulfilling ASQA Compliance and annual audit requirements • To ensure that the Chief 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
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	<ul style="list-style-type: none"> • Maintain effective discipline procedures and follow College procedures • To conduct classes timetabled as required
Areas of Responsibility	<p>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.</p> <p>Maintaining a positive and effective learning environment through:</p> <ul style="list-style-type: none"> • 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. <p>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.</p>

KEY PERFORMANCE INDICATORS	
	<ul style="list-style-type: none"> • 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	
Skills and Attributes	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards, • Working familiarity with Child Safe requirements and expectations of CEM 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	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> • Certificate IV in Training and Assessment, 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 and III in Business. 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 and III in Business 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	
	<ul style="list-style-type: none"> • 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. • The position reports to the Executive Officer, RTO. • 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.