

Position Title	Head of Vocational Education
Middle Leadership Structure	Leadership Tier 3
Reports To	Principal through the Dean of Learning
Prime Purpose	The Head of Vocational and Career Pathways will lead and manage: <ul style="list-style-type: none"> • Compliance around Vocational Education and RTOs • The provision of human and physical resources for Vocational Education • Teaching and Learning in VET pathways
Leadership – Charism and Formation	<ol style="list-style-type: none"> 1. Model and encourage support for the charism and culture of Ambrose Treacy College, as a Catholic School in the Edmund Rice Tradition, including: <ol style="list-style-type: none"> a. Engagement with and reflection of the EREA charter, touchstones, mission and vision of the College b. Participation in Catholic rituals, retreats and spirituality programs c. Promoting positive relationships and interactions with others d. Utilising and modelling restorative practices in student / staff welfare and behaviour management contexts 2. Promote teacher professionalism and encourage positive staff morale by contributing to and initiating team building processes 3. Promote the Vision for Learning at the College 4. Engage parents in a meaningful partnership regarding the welfare and education of students, particularly those in the Vocational Education Program.
Learning	<ol style="list-style-type: none"> 1. Develop an awareness of and enthusiasm for Vocational education, by: <ol style="list-style-type: none"> a. Organising industry visits b. Promoting career expos – both off site and on site c. Presenting information on Assemblies (whole school, and year level) d. Liaising with staff across the College to build awareness and interest e. Organising the annual VET celebration assembly and breakfast 2. Ensure the development of engaging, aligned and seamless curriculum and assessment programs across the Vocational Education Department, with a particular emphasis on: <ol style="list-style-type: none"> a. Compliance with Registered Training Packages and ASQA standards b. The incorporation of literacy and numeracy skills (as appropriate) c. The incorporation of service-learning initiatives, including programs which raise consciousness about the marginalised d. Catering to the diverse needs of learners, by liaising with the Inclusive Practices Department staff to improve differentiation processes and implement CAPs and PSPs e. The incorporation of work placement programs which provide enhanced opportunities to demonstrate competencies for specific certificates f. The delivery of Health and Safety Programs, including (but not exclusively) white card safety inductions.



**AMBROSE TREACY
COLLEGE**

Learning today.
Leading tomorrow.

Patrick Ambrose Treacy

Twigg Street, Indooroopilly Q 4068 p. 07 3878 0500 f. 07 3878 0501 admin@atc.qld.edu.au www.atc.qld.edu.au



**AMBROSE TREACY
COLLEGE**

Learning today.
Leading tomorrow.

- g. The incorporation of other whole school curriculum / pedagogical programs as appropriate
 - h. Develop, implement and review Training and Assessment Strategies for each VET subject area.
 - i. Oversee development of quality templates for use by VET subject areas to meet VQF compliance.
 - j. Ensure new VET staff undergo the Induction Program, in accordance with VQF policies.
 - k. Assume responsibility for overseeing internal and external auditing of VET subject areas.
 - l. Keep staff informed of procedures and policies that impact on training and assessment in VET areas.
 - m. Ensure VET teachers participate in professional development activities to maintain industry currency, in accordance with VQF policies and procedures.
 - n. Ensure the selection and presentation of subject matter is in accordance with current training packages.
3. Establish a culture of professional practice and ongoing reflection, to ensure improvement of curriculum and teaching programs across Vocational Education, including:
 - a. Tracking TAE qualifications to ensure all staff delivering VET courses have the appropriate training credentials and up-to-date industry experience.
 - b. Keeping abreast of best practice in the program area through ongoing professional reading and research, and providing for the professional learning of staff in line with these developments
 - c. Plan and access appropriate PD for all Departmental Staff to ensure their 'currency' of qualifications are met and maintained.
 - d. Monitoring program outcomes for students and addressing areas of concern through appropriate interventions
 - e. Organise and chair meetings for VET staff.
 4. Oversee and ensure the set-up and maintenance of assessment mark-books and feedback to students across the Vocational Education Department, including reviewing the appropriateness of teacher feedback to students.
 5. Lead a culture of professional practice and development which may include:
 - a. Preparing and delivering ongoing, practical professional development across the Department in site context
 - b. Observing teacher lessons and providing feedback to teachers as part of their professional development
 - c. Organising a program for peer observation to build collaborative practice
 - d. Organising a program of moderation of assessment which ensures consistency of teacher judgement
 - e. Tracking trends in student performance and subject data, to improve teaching pedagogy and practice
 - f. Taking a lead role in mentoring of new staff
 6. Meet regularly with the Dean of Learning and Heads of Departments to monitor and develop the curriculum offerings within the College

Patrick Ambrose Treacy



**AMBROSE TREACY
COLLEGE**

Learning today.
Leading tomorrow.

Patrick Ambrose Treacy

Twigg Street, Indooroopilly Q 4068 p. 07 3878 0500 f. 07 3878 0501 admin@atc.qld.edu.au www.atc.qld.edu.au

	<p>7. Building partnerships with external stakeholders in particular, industry groups, to improve employment prospects for students. Use this to inform the direction of VET at the college.</p>
Administration and Communication	<p>Demonstrate effective organisational leadership across the Department by:</p> <ol style="list-style-type: none"> 1. Reviewing the suitability of RTO status for the College 2. Developing VET Information Booklets, including curriculum handbooks, in a timely manner, as directed. 3. Manage and maintain a records management system to the VET quality framework (VQF) standards, including: <ol style="list-style-type: none"> a. Oversee the enrolment of VET students in Certificate courses, including providing accurate information about costs, and ensuring completion of all paperwork b. USI administration / student numbers c. Quality indicator surveys d. Data entry e. Preparation of reports f. Oversee the compilation of reports, certificates and statements for all VET students (in conjunction with ancillary support staff) g. Induction of students and staff new to VET / VET courses h. Ensuring competency catch up for new enrollees 4. Tracking the competency completion rate of individual students and communicating any concerns about at-risk students, to the Dean of Learning and Parents in a timely manner. 5. Tracking the performance of students when placed in structured work placement to ensure satisfactory completion of competency requirements. 6. Assuming responsibility for internal and external review and auditing processes and communicating issues of concern to the CLT in a timely manner. 7. Consulting with Curriculum leaders when planning VET programs for different subject areas 8. Establishing agendas for meetings, recording and distributing minutes 9. Collaborating with Heads of Departments to ensure the timely setup of assessment, reporting and unit programs in SEQTA 10. Ensuring the effective storage of assessment as required by the College 11. Ensuring effective resource management and stewardship, including: participating in the budget process, maintaining a budget, and ensuring the safe-keeping or Departmental resources 12. Ensuring support for and implementation of all additional school policies and systems 13. Establish and maintain effective lines of communication and follow up processes that support the information needs of colleagues, parents and students
Other	<ol style="list-style-type: none"> 1. Participate in the College's extra-curricular program 2. Undertake additional duties as required by the College Principal.

<p>Selection Criteria</p>	<p>The selection criteria should be addressed in no more than 250 words under <u>each</u> of the following headings:</p> <ol style="list-style-type: none"> 1. Demonstrated capacity for leadership and management of a team in a key learning area 2. Demonstrated expertise in the Vocational Education and Training field. 3. Substantial knowledge of current trends in the needs of boys and a proven ability to initiate change, as required, aligning with school-wide strategic directions. <p>Applicants should refer to the role description to guide their response.</p>
----------------------------------	--



**AMBROSE TREACY
COLLEGE**

Learning today.
Leading tomorrow.

Patrick & Ambrose Treacy

Twigg Street, Indooroopilly Q 4068 p. 07 3878 0500 f. 07 3878 0501 admin@atc.qld.edu.au www.atc.qld.edu.au