



## **ROLE DESCRIPTION**

### **PROGRAM LEADER – CAREER PATHWAYS**

#### **REPORTING RELATIONSHIP**

The position of Program Leader – Careers is a Middle Leadership position with responsibilities for the co-ordinating Careers Development and Vocational Education and Training options at the College. The role holder will report directly to the Deputy Principal – Curriculum and liaise regularly with the Program Leader – Senior School, in the management and administration of the careers and vocational education learning environment.

The Program Leader – Careers is expected to show leadership in:

#### **1. SPIRITUAL LIFE OF THE COLLEGE**

- Nurturing a teaching and learning climate which is faith centred and reflects the ethos, values and mission of Mt St Michael's College.
- Demonstrating a personal commitment to Hope, Justice, Love and Compassion.

#### **2. EDUCATIONAL LEADERSHIP**

- Articulate a vision of the Careers and Vocational Education programs developing an operational plan linked to an annual reporting process
- Provide the leadership and expertise necessary to ensure the all aspects of the Careers and Vocational Education Programs are aligned with the College mission, vision and values and education objectives.
- Be cognisant of the evolving educational landscape relevant to the role with a readiness to respond professionally.

#### **3. STUDENT WELL BEING**

- Model practices that foster the learning environment commensurate with the College Learning Framework.

#### **4. REFLECTIVE LEADERSHIP**

- Reflects on personal and professional actions in their leadership role in light of the College mission, vision and values.
- Critiques leadership and administrative practices through critical reflection in the arena of Careers development and Vocational Education and training.
- Undertakes performance appraisal processes in accordance with the current EB Agreement at within the fourth year of the initial contract.

#### **5. ADMINISTRATION**

- Supporting the implementation of all School policies and procedures
- Meeting all relevant compliance requirements



- In consultation with the Program Leader Senior School, develop and manage the Career Pathway annual budget.
- Maintaining strict confidences in relation to information gained, ensuring observance of current privacy legislation.
- Establish and implement procedures for the efficient functioning of the role and duties.

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## RESPONSIBILITIES

The responsibilities of the Program Leader - Careers includes those of a classroom teacher and the following:

The Program Leader - Careers must have a thorough understanding of all current initiatives in both VETiS and professional Career Practitioner duties pertaining to:

- Vocational Education and Training in Schools for Senior students who choose this pathway ; and
- Career Education and advice for the students of the college by providing Higher Education, training and employment options for all students.
- Be cognisant of change and emerging trends in post schooling education and employment.

In addition, the role holder must:

- Work collaboratively with the Curriculum Leader – Differentiation, the Program Leader for the Senior School to ensure the academic and pastoral care of the students are attended to.
- Be available for Individual Career Conversation for students and their families regarding QTAC processes, applying interstate and overseas, scholarships, special access schemes, University admissions requirements,
- Management of QTAC application, selection and change of preferences processes for all year 12 students.
- At designated times, during term breaks either side of QTAC applications for Year 12, be available to monitor email correspondence to provide urgent support and advice to current Year 12 students and families.
- Manage the optional Year 11 and 12 Work Experience program and communication with Worklinks for placement and visitation of students during the students first week of the June/July school holidays each year (Staff Reporting week).
- Organise the Career Program during Semester I for year 10 prior to the SET Planning process.
- Assisting students in referral to the Program Leader - Senior School, student subject selection and course selection processes in year 10
- Conduct SET Planning interviews when required
- Deliver career education programs and vocational training seminars.
- Present at parent information evenings
- Organise Career Seminars, TAFE or University Experience Days, off campus when appropriate.
- Attend annual Career Advisor sessions run by QTAC, Higher Education Institutions and Registered Training Organisations, to remain current in changes and admissions requirements for courses post year 12.



- Manage all School-based Traineeships from application to completion and the ongoing reporting and communication required between Registered Training Organisation, employer, Department of Education Training and Employment (DET) and an Australian Apprenticeship Centre
- Manage the VETiS mid-year and end of year reporting process and the collection of accurate data from all training organisations
- Maintain and enhance necessary links with all relevant external organisation and agencies, training organisations and employers.
- Maintain all administrative documentation relating to student involvement in off campus Vocational Education and Training programs.
- Implement and maintain (where relevant) appropriate agreements/partnerships with training organisations and higher education providers, delivering training to on behalf of the School by way of ensuring appropriate Partnership agreement forms are documented and entered onto the School's Register of partnerships and agreements.
- Ensure that an agreement between VETiS students and the School regarding the training, assessment and services a student is to receive is documented through an individual student training plan or course overview.
- Keep formal records of signed agreements of consent and agreement in the designated register.
- Updating Senior Schooling shared database for monitoring and tracking of student progress and VETiS outcomes.
- Ensure that the College fulfils all requirements with staffing and the delivery of an AQF qualification through the Registered Training Organisation.
- Prepare funding submissions for available funding for Vocational Education, when required.
- Undertake teaching responsibilities as required.

## GENERAL

- Assisting the College Leadership Team with staff matters.
- Demonstrating interest and active involvement in the total life of the college, in curricular and co-curricular activities.
- Other duties as required by the Principal.

## CONDITIONS

This is a position of Middle Leadership (ML) as outlined in the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019, with a Middle Leader Tier Level 2 allowance. This role has release time.

Appointment to this position will be for a period of 4 years. A further four-year appointment will be made subject to a continued designation of the position and a satisfactory performance review at the conclusion of the previous four years.