

POSITION DESCRIPTION

POSITION TITLE	VCAL ASSISTANT
Role Specific Responsibilities	<ul style="list-style-type: none"> • VCAL/VET • Administrative Support
Time Fraction/ Fortnightly Hours	0.52 EFT – 20 hours Additional hours are not required for this position
Days and Hours	Days to be determined with the incumbent in line with other duties (Minimum requirement - Monday to Friday 8:30am – 3:30pm)
Breaks	Tea Break – 15 minutes Lunch Break – 30 minutes (to be taken between 11:00am – 2:00pm)
Reports to	Assistant Principal Year 10/11/12 Hub
Accountability	Performance management is the responsibility of the Assistant Principal Year 10/11/12 Hub
Qualifications and Experience	

RESPONSIBILITIES
VCAL/VET
<ul style="list-style-type: none"> • Work cooperatively as a member of the Learning Hub Teams to ensure consistently high expectations are kept that support teaching and learning • Communicate with the Enrolment/VASS Officer regarding VCAL/VET student information • Communicate with VCAL/VET Program Managers to disseminate information • Monitor VCAL/VET student attendance and advise the Leading Teacher – VCAL of any issues identified • Interact with students on both individual and group basis • Assist with VCAL Work Placement duties • Maintain student files • Coordinate Construction Induction Training day, First Aid, Responsible Serving of Alcohol training etc with RTOs for relevant students • Maintain a partnership with all employees on our Work Expo database
Administrative Support
<ul style="list-style-type: none"> • Administrative support as required • Attend Hub meetings where required • Interpret instructions and issues arising, and then implement actions according to administrative policies and procedures.

General expectations of all staff
<ul style="list-style-type: none">• Complete yard duty as rostered• Establish and maintain effective working relationships with co-workers, leaders, students and the general public• Perform duties in an efficient, professional and courteous manner in accordance with the College Values, the Victorian Public Sector Code of Conduct and all local policies and codes of conduct• Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health and safety procedures and staff policies and protocols• Pursue personal development of skills and knowledge necessary for the effective performance of the role• Other duties as requested by the Principal or Business Manager
Child Safe Standards
<ul style="list-style-type: none">• Uphold the Bairnsdale Secondary College Statement of Commitment to Child Safety• Adhere to the Bairnsdale Secondary College Child Safe Code of Conduct• Support the establishment and maintenance of a Child Safe environment