

POSITION DESCRIPTION

POSITION TITLE	CAREERS/VCAL OFFICER
Role Specific Responsibilities	<ul style="list-style-type: none"> Careers VCAL
Time Fraction/ Fortnightly Hours	0.79 EFT – 30 hours Additional hours are not required for this position
Days and Hours	Monday to Friday 8:45am – 3:15pm
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
Careers
<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 VCE/VET/VCAL Program Managers to disseminate information Maintain up-to-date careers resource centre Availability for students to access careers information, course counselling Liaise with leadership to further develop and implement MIPs and Careers for students Disseminate careers information to families via the College webpage, Newsletter and facebook Organise and promote careers events/excursions/guest speakers Interact with students on both individual and group basis Provide general course counselling to students Attend parent/teacher interview nights Oversee the Year 10 work experience program – promote program to students and parents via letters, assemblies, newsletters. Follow up and help students to secure employers, visit students on work experience
VCAL/VET
<ul style="list-style-type: none"> Working with the Leading Teacher – VCAL and the Business Manager, ensure MOU's are completed between host schools and auspice organisations Liaise with finance team regarding fees

- Source Australian School-based Apprenticeships, keep up-to-date list of students undertaking SBATs, sign and return training plans. Ensure copy given to Enrolment/VASS Officer, Advise Leading Teacher - VCAL, Assistant Principal of students undertaking SBATs.
- Hold SBAT information nights if required
- Follow up SBAT results by third week of November for VASS administrator
- Take responsibility for VCAL Work Placement duties:
 - Year 10 PreCal, Year 11 and 12 SWL forms, Safe@work, or other relevant documents relating to students are to be filed into student files
 - Attend professional development when required
 - Maintain student files
 - Help students secure employment for SWL
- Assist the VCAL team with administration duties related to the SWL's.
- Maintain a partnership with all employers on our database

Administrative Support

- 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

- 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

- 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