

Position Information Document

Pathways and VET Support

Marcellin Campus

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

This role provides assistance and administrative support to the Pathways Office, VET Coordinator and Pathways Coordinator.

Qualifications and Experience

Essential qualifications and experience

- Well-developed administrative, organisational and communication skills.
- A broad knowledge base of IT skills, SEQTA, VETRO, Google Suite, time/organisation, attention to detail.
- Experience in planning, organisation and problem solving.
- Experience in working within time constraints and meeting deadlines.
- Experience working in a team environment with ability to be self-directed as needed.
- Experience booking, planning, coordinating and setting-up functions and events.
- Hold or have the capacity to obtain appropriate Police/Child Protection clearances to work in a school.

Desirable qualifications, skills and experience

- Experience working in a VET and/or Pathways administrative environment.
- Communication skills in line with Sacred Heart College communications.
- Student wellbeing underpinning practice.
- A genuine desire to support all students in finding a successful post-school pathway, irrespective of what that success looks like for each young person.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos.
- Friendly, positive and supportive of others.
- Interest in pathways, young people and diversity.
- A commitment to maintaining confidentiality of personal records and information.
- A willingness to work with students/families from diverse backgrounds in a supportive manner.
- Promote equity and foster an environment of inclusivity.

Key Areas of Work

Pathways

The Pathways and VET Support person will:

- provide administration support for the pathways office as required;

- attend to general enquiries from staff, parents/carers, students, and external organisations in a prompt and professional manner;
- manage and keep records of work experience requirements as directed and in keeping with the South Australian Workplace Learning Procedures.
- maintain effective records responsibly using SEQTA for student information, reports, and all associated data;
- provide support to the Pathways Coordinator in collecting student preferred destination data for Marist Schools Australia;
- provide support to the Pathways Coordinator in collecting post-school destination data for Marist Schools Australia;
- provide support to the Pathways Coordinator in collecting longitudinal destination data;
- maintain systems and work in collaboration with the Pathways Coordinator in keeping key subject selection data and providing SEQTA updates where necessary;
- manage the SEQTA and attendance requirements for external students (e.g., school-based apprentices, and extension studies students);
- assist with the subject selection administration and processes support;
- provide SATAC support to the Pathways Coordinator, Year 12 students and/or their families as required;
- if required, accompany the Pathways Coordinator on excursions;
- develop and maintain an accurate schedule for the variety of student interviews and appointments and follow-up on non-attendance at those appointments;
- assist with the organisation of the Careers Expos;
- coordinate the use of venues for Careers activities and prepare venues as required;
- promote casual work opportunities and any other Pathways opportunities via email and/or SEQTA notices.
- design and produce posters, slide shows, and other resources to support promotion of pathways;
- order career material as needed;
- administrative and record keeping requirements associated with school-based apprenticeships; and
- provide any other administration support required by the Pathways Coordinator.

Vocational Education and Training (VET)

The Pathways and VET Support person will:

- assist the VET Coordinator with student work placement administration and placement calls;
- support the scheduling of VET interviews with students and VET Coordinator via SEQTA;
- undertake enrolment support of all VET students including VETRO referral process and following up overdue forms;
- update and maintain SEQTA attendance to reflect start and finish dates for VET students' courses;
- upload reports to SEQTA as required (e.g., VET Reports);
- establish and maintain all VET student files;
- assist with the annual VET Assembly including collating certificates for students; and
- perform other administrative duties required by the VET Coordinator.

General

- Provide support across the College at either Champagnat or Marcellin Campus to support the administration teams on a needs basis; and
- Perform any other duties in line with your current classification as required from time to time at the discretion of the Principal or Deputy Principal.

Other certifications

The employee must acquire and maintain:

- current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- current police clearance – with no financial convictions or disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Stream	Administration
Classification:	Grade 3
Prime location:	Marcellin Campus, Somerton Park, but with flexibility to work at any College site as required.

Reporting/working relationship

Immediately responsible to:	Pathways Coordinator
Line management from:	Head of Marcellin Campus

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.