



Position Information Document: Education Support Officer

Future Pathways Administrator

Position Details

Role Title:	Future Pathways Administrator
Directly Responsible to:	Future Pathways Coordinator for day-to-day operations, the Deputy Principal: People, Culture and Operations for overall operations and ultimately responsible to the Principal.
Classification Level:	Grade 2, Subclassification: Administration Refer to <i>SA Catholic Schools Enterprise Agreement 2020</i> , Appendix E: Classification – Education Support Officers.
Weeks per year:	40
Hours Worked per week:	15
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced (" Enterprise Agreement ")

Role Context

The Future Pathways Administrator, under the direction of the Future Pathways Coordinator, will provide customer and administrative service to students, staff and families across future pathways and Vocational Education Training (VET).

Role-Related Responsibilities

Workplace learning administration

- Communicate with students about work experience requirements.
- Distribute and monitor completion of the Workplace Preparation Program (WPP).
- Monitor students in the WPP, check completions and liaise with students as required.
- File workplace learning documents both digitally and/or hard copy.
- Communicate work experience agreements with students, employers, parents, and Future Pathways Coordinator.
- Initiate risk assessments for each work experience opportunity.
- Communicate with students and employers to conduct workplace monitoring checks.
- Assist with monitoring the number of workplace learning hours completed where set numbers are required for VET course requirements.
- Promote workplace learning opportunities/job opportunities/short course opportunities through a range of communication platforms.

Course enrolment administration

- Monitor VET Expressions of Interest.
- Distribute RTO Enrolment forms as required and collect enrolment forms from students.
- Support Future Pathways Coordinator with the VETRO process
- Assist with providing information to students and parents regarding the enrolment process for fee for service courses e.g., full qualification courses such as Cert II and Cert III programs,
- Collect and file enrolment documents both digitally and/or hard copy.
- Update Career and Pathway Resources.
- Update display in Future Pathways office and online resources.
- Assist the Future Pathways Coordinator to maintain connections with tertiary education providers including the management of 1:1 course counselling and Flinders UniTEST.
- Assist the Future Pathways Coordinator / Learning & Teaching Team in support student applications for Extension Studies / Headstart programs.
- Assist and support the Future Pathways Coordinator to book exhibitors and set up the Future Pathways Expo.
- Assist the Future Pathways Coordinator with Course Counselling and Careers Department administration.
- Assist the Future Pathways Coordinator with any other pathways related tasks and opportunities.
- Work with L&T Team to update and maintain the SACE Schools Online database in relation to VET competencies and completion

Other Duties

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the WHS & Risk Coordinator or committee.
- Any other duties as directed by the Principal.

Person Specification

The employee will have:

- Excellent interpersonal, communication and collaboration skills
- The ability to establish positive relationships with staff, students, parents and visitors.
- Competence in propriety 'school' software (SEQTA, Careers Department) as an administrator.
- High level of proficiency in Microsoft Office 365.
- The ability to coordinate competing priorities and follow tasks through to satisfactory completion, including managing student, parent, employee and general public enquiries.
- Accuracy and attention to detail in all aspects of the role, as well as highly developed administrative systems and procedures.
- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Seek to deepen their understanding of the Dominican charism.

Work, Health and Safety (WHS)

This role is deemed to be a Worker under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.
- Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.

Additional Qualification, Documentation, WHS and Compliance Requirements

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC).
- HLTAID012 Provide an emergency first aid response in an education and care setting.
- Learning Manager modules, as issued by the Catholic Education Office, as required.

In addition, all employees are expected to:

- Provide copies of awarded qualifications to the Human Resources Director, if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.

Conditions of Employment

The salary and entitlements are consistent with those outlined in the Enterprise Agreement.

The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.

The "Weeks per year" and "Hours per week" identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

Acknowledgement

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

Dr Helen Riekie
Principal

[Employee Name]

Date

Date