

Position Information Document VET AND INTERDISCIPLINARY STUDIES LEADER



Name:

Position Title: VET and Interdisciplinary Studies Leader

Term of Appointment: 2.5 School Years

Commencing: 23 January 2025

Concluding: 19 January 2028

Salary: Teaching step plus POR2 allowance

Employment Type: Permanent Teacher, Full-Time – 1.0 FTE with POR2 Fixed Term

Release Time: Will attract more than the standard release time for POR2 level in SACS EA 2020

Reports to: Assistant Principal Teaching and Learning/Deputy Principal
All positions ultimately report to the Principal

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement 2020.

1. BROAD PURPOSE

The VET and Interdisciplinary Studies Leader works collaboratively with colleagues, families and CESA personnel to develop and promote Flexible Learning Pathways (e.g. VET and Careers) and curriculum leading to the design, implementation and evaluation of student flexible learning programs/pathways.

As a Position of Responsibility, the VET and Interdisciplinary Studies Leader also has responsibility for contributing to the overall wellbeing and education of all students in the care of the College and for participating in leading, developing and maintaining the College's ethos and values as outlined in the Gleeson 10 and the Gleeson Staff 5.

2. KEY WORKING RELATIONSHIPS

The VET and Interdisciplinary Studies Leader is a member of the Leading Learning Team. This position will be required to maintain close working relationships with the following:

- Leadership Team (LT)
- Assistant Leadership Team (ALT)
- Learning Area Leaders (LAL)
- House Leadership Team (HLT)
- Inclusive Education Leader
- Flexible Pathways ESOs
- College Counsellors
- College Staff
- College Students
- Parents/Families/Caregivers
- Registered Training Organisations (RTOs) and Tertiary Institutions
- One+ Curriculum and Innovation Leader
- Partner Primary Schools.

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3. GENERAL LEADERSHIP EXPECTATIONS (POR 2)

- Lead and develop the ethos of the College by living out the values as outlined in the Gleeson 10 and the Gleeson Staff 5.
- Engage with CESA frameworks such as Learn Well Framework and Living Learning Leading Framework (LLLFL).
- Develop and maintain a culture of high expectations and high support of self and others.
- Strive for continual improvement in all areas of responsibility within the role and support others in leading initiatives across the College.
- Ensure all policies relating to the role are kept up to date and are considered best practice.
- Be an active and visible presence in the College community.
- Complete a variety of tasks in support of the Leadership Team such as attending appropriate meetings, events and other duties.
- Demonstrate ongoing engagement in professional learning.
- Build a culture of learnership and growth mindset within the College community.

4. KEY RESPONSIBILITIES

VET Coordination

- Lead and coordinate the delivery of Vocational Education & Training (VET) ensuring that:
 - Appropriate networks are developed and maintained with key stakeholders including Catholic Education specialists, external educators and support groups.
 - Opportunities for students are pursued and promoted, and particular students are encouraged to apply for traineeships, special experience days and events
 - Student progress is monitored through liaison with teachers, educational providers and parents/caregivers and any areas of concern are appropriately addressed.
- Develop links with the Partner Primary Schools, One+ Campus Schools and with the wider educational community (e.g. subject associations tertiary institutions, RTOs), plan and promote Learning Area in-service programs, meetings, observation days, and guest speakers etc. to assist staff development.
- Collaborate as required with the One+ Curriculum and Innovation Leader and other Campus Coordinators to facilitate Campus meetings, Careers events, budgets and future strategic directions of the Campus.
- As a member of the Leading Learning Team (LLT), work collaboratively to consider curriculum proposals and changes, and coordinate the update of curriculum plans and documentation as required.
- Oversee the Work Experience (WE) Program for Year 10, 11 and 12.
- In conjunction the Leader of Senior Years Teaching and Learning and the Assistant Principal Teaching and Learning
- Oversee Gleeson College's VET programs, including student involvement in these programs.

Learning Area Leadership

- Oversee the design and development the Interdisciplinary learning areas: Community Connections, Industry Connections, Workplace Practices, Exploring Identities and Futures and Activating Identities and Futures
- Apply curriculum knowledge and pedagogy to facilitate successful learning and improve student learning outcomes across Years 10-12.
- Work collaboratively with all members of the Assistant Leadership Team (ALT) as required
- Assess, record and report learner achievement across the faculty

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- Organise specific learning area related events e.g. specialist school tournaments, Campus Debate, learning area competitions, interstate and overseas excursions, learning area focus weeks as appropriate.
- Actively lead and support the use of data informed pedagogies and work in collaboration with the Leader of Learning Analytics and Emerging Technologies to inform and develop staff.
- Review and evaluate the curriculum and associated methods for assessment, to ensure accessibility, reliability and validity for all students.
- Plan, coordinate and lead Learning Area meetings and Professional Development sessions, and encourage the circulation, presentation and promotion of subject information and resources through the Learner Management System
- As a member of the Leading Learning Team (LLT) work collaboratively to consider curriculum proposals and changes, and coordinate the update of curriculum plans and documentation as required.
- Collaborate as required with Campus Leaders to facilitate Cross Campus meetings, budgets and future strategic directions of the Campus.
- Develop links with the Partner Primary Schools, ONE+ Campus Schools and with the wider educational community (e.g. subject associations and tertiary institutions), plan and promote Learning Area in-service programs, meetings, observation days, and guest speakers etc. to assist staff development.
- Review subject outlines, learning and assessment plans and Learner Management System workspaces from all Learning Area members
- Coordinate the preparation of Learning and Assessment plans for the Learning Area, Year 7-12
- Promote possibilities for the recognition and celebration of student achievement and promotion in the Learning Area, including College newsletter (The Globe)
- Endeavour to establish links with subject areas across the curriculum.
- Be responsible for effectively managing the budget, resources and facilities of the Learning Area including the Thomas Library.
- Meet regularly with the Assistant Principal Teaching and Learning, to review current practices and methodology and meet all school expectations.
- Where relevant collect and centrally maintain all Year 10 and Stage 1 Semester exams and undertake appropriate reviews to ensure they assess required learning outcomes

5. PROFESSIONAL RESPONSIBILITIES

- Operate in accordance with the Charter for Staff in Catholic Schools South Australia.
- Have a commitment to uphold and contribute to the ethos of Catholic Schools.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures.
- Complete administrative tasks accurately and on time including record keeping and reporting.
- Ensure that confidential information is handled appropriately.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or distressed.
- Undertake teaching duties as allocated.

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- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties including yard duty diligently.
- Attend staff meetings, parent teacher interviews and other co-curricular activities.
- Accept delegated responsibilities.

6. WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012. As a **Worker** while at work you 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, in so far as you are reasonably able to, with any reasonable instruction 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.

7. SPECIFIC REQUIREMENTS

Essential requirements:

- The ability to support the Catholic ethos of the College.
- Experience in nurturing and engaging with young people.
- Highly developed interpersonal, communication, organisational and ICT skills.
- Understand and adhere to the Privacy Act.
- Understanding of VET Processes in schools

Desirable requirements:

- Minimum 5 years teaching experience.
- The ability to organise and lead school-wide events.
- Postgraduate studies in educational leadership or Catholic Education.
- Working based knowledge of community-based support agencies to enhance the opportunities of students within the College.
- Working relationships with RTOs and agencies that engage with VET.

Acquire and maintain:

- Teachers Registration.
- Clearance to work in Catholic Education and Current DCSI/Working with Children Check/Catholic Police Check.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- The Keeping Safe – Child Protection Curriculum Training.
- HLTAID012 Provide Emergency First Aid Response in an Education and Care Setting.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a

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condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

- Specific qualifications and/or expertise in the designated curriculum and school management area.

8. PERFORMANCE REVIEW

- The employee must undertake a Performance Planning and Development (PP&D) review on a twice-yearly basis or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the PID is accurate.
- The employee must engage in a formal performance appraisal during the tenure.

SIGNED

Principal or Delegate: 

Date: 24 /03/2025

Employee:

Date: / /