

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

School Education Act 1999	Salaries/Agreement/Award Teachers (Public Sector Primary and Secondary Education) Award 1993, The School Education Act Employees' (Teachers and Administrators) General Agreement 2011 or as replaced
Group: Schools	Effective Date of Document
Directorate: North Metropolitan Education Region	11 May 2015
Branch: North Metropolitan Education Regional Office	

THIS POSITION

Title: Coordinator – Regional Vocational Education and Training

Classification: School Administrator Level 3

Position No: 00035591

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Regional Executive Director
LEVEL: REXDR
POSITION NUMBER: 00030365

TITLE: Coordinator Regional Services
LEVEL: 7
POSITION NUMBER: 00030798

This position and the positions of:

Title: Various	Classification:	Position No:
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Coordinator – Regional Vocational Education and Training	School Administrator Level 3	00035591	11 May 2015

CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity and equity are valued.

The North Metropolitan Education Region comprises over 230 public schools servicing students in the Northern Metropolitan area of Western Australia. Of these, 39 schools provide Vocational Education and Training (VET) programs to mostly upper secondary students.

The Region works collaboratively with the K-12 Coordination Branch and Secondary Pathways and Transition Branch to:

- provide professional development for VET Coordinators and Teachers in schools
- deliver policy advice to schools
- develop and allocate resources
- manage projects and contracts for service
- develop quality assurance processes for programs aimed at improving educational outcomes for students.

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ROLE

The Coordinator – Regional Vocational Education and Training:

- provides leadership to schools in VET to support and assist in the development of quality and innovative VET Programs
- provides professional leadership to VET Coordinators and practitioners to improve student outcomes
- facilitates and delivers professional learning to staff to gain increased understanding of Language, Literacy and Numeracy (LLN) requirements of VET and the Australian Quality Training Framework and strategies for improving student outcomes
- facilitates and delivers professional learning, mentoring and coaching to VET Coordinators and practitioners
- provides advice, information and resources to schools on VET requirements and pathways
- identifies, develops, implements and monitors strategies to enhance the quality and reputation of VET in Schools programs and ensures the requirements of the School Curriculum Standards Authority are met
- identifies, researches, develops and reviews programs to assist schools with planning and enabling students to undertake a complete VET program whilst achieving the Western Australian Certification of Education (WACE)
- supports schools to target VET programs for a variety of student groups, including educationally disadvantaged, Aboriginal students, students with disability and students at risk of disengaging
- provides advice and assistance to schools in the correct data entry to ensure the reporting of VET in Schools complies with Australian VET Management Information Statistical Standards
- liaises with Principals, VET Coordinators and relevant specialist staff to maintain and strengthen consultancy support services to schools
- establishes and maintains effective working relationships and communication networks with schools, the Education Regional Office, Central Office, public and private Registered Training Organisations and industry and employer groups that support the implementation of VET policy and initiatives

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OUTCOMES

1. Leadership is provided to assist in the implementation of Department policies and priorities in schools, particularly VET in Schools initiatives.
2. Staff working in VET are offered relevant information and professional learning to build their capacity for improving student outcomes, especially in the area of LLN.
3. VET programs that allow students to achieve the WACE are identified, researched, developed and reviewed.
4. Schools are supported in their implementation of VET in Schools initiatives through access to advice, available resources and to a range of professional learning providers.
5. Liaison, collaboration and negotiation with key stakeholders and interest groups is undertaken to ensure that programs meet the relevant state and national principles and guidelines for VET in Schools.
6. Schools have an effective link to all other initiatives providing vocational education and training services to students.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated high-level knowledge and understanding of the policies, principles, trends and issues associated with VET for school students in Western Australia.
2. Demonstrated professional knowledge of teaching practices and the ability to apply this knowledge to ensure a high level of educational outcomes are achieved for all VET students (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
3. Demonstrated skills in providing strategic and professional leadership and to facilitate complex and varied partnerships.
4. Demonstrated highly developed conceptual, analytical and organisational skills in developing, implementing, supporting and reviewing successful programs at an operational and strategic level.
5. Demonstrated highly developed written, oral and interpersonal communication skills with the ability to facilitate professional learning and work cooperatively with personnel across a range of backgrounds.

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ELIGIBILITY

Employees will be required to:

- hold a recognised qualification in teaching and be currently registered or eligible for registration to teach in Western Australia;
- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountability and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 11 May 2015
TRIM REF # D15/0093323