

Vocational Education and Training Support Officer

Belridge Secondary Education Support Centre

Position number	00039629
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017
Classification	Level 2
Reports to	Manager Corporate Services
Direct reports	Nil

Context

Belridge Secondary Education Support Centre (Belridge SESC) is an Education Support Centre that caters for students with disabilities and special educational needs. The Centre through our Vocational Education and Training Program (VET) offers a variety of Certificate courses aligned with the specific needs of our students. These courses occur alongside a robust and extensive Workplace Learning Program (WPL) beginning in Year 11 where students participate once per week and then two days per week in Year 12. The Workplace Learning environments are selected according to Department of Education policy and the individual needs of the students.

Belridge SESC also offers many learning opportunities across the school through the Award Scheme Development and Accreditation Network (ASDAN) , this is an endorsed program which also complements the VET and WPL programs that are in place.

Belridge SESC aims to enable all students to achieve success beyond school by providing all Senior School students with relevant and meaningful academic, functional, realistic and practical learning tailored to students' individual abilities, strengths and interests. The school collaborates closely with parents, carers and service providers to best optimise placement on completion of their compulsory schooling here at Belridge SESC.

Further context about Belridge Secondary Education Support Centre is available on the [Department](#) website.

Key responsibilities

The Vocational Education and Training (VET) Support Officer:

- provides administrative support ensuring the efficient operation of the Centre's Workplace Learning Programs, VET and ASDAN courses, including administering spreadsheets, databases, student records and the effective management of other Centre information systems
- undertakes ordering of office consumables
- creates and prepares Centre materials for publication and undertakes routine analyses and reporting on results
- undertakes student-related activities such as collation of student documentation relevant to the VET Learning Area; for example, excursions and qualification enrolments
- assists the VET and WPL Coordinator with the documentation regarding placement of Workplace Learning students and accesses Centre information systems for the purpose of managing placements and recording and analysis of associated attendance data
- provides clerical support for special projects and across Centre teams as business needs arise and as directed by the Principal or Manager Corporate Services.

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 good verbal and written communication skills, including application of customer service principles and practices.
2. Demonstrated interpersonal skills and the ability to work unsupervised and in a team environment.
3. Demonstrated ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.
4. Demonstrated effective planning and organisational skills and experience in providing administrative support.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

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

ENDORSED

Date 17 June 2019
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