

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

Public Sector Management Act 1994	Salaries Agreement/Award: Education Department Ministerial Salaries, Allowances and Conditions Award 1983; School Support Officers (Government) General Agreement 2014 or as replaced	
Division:	Schools	Effective Date of Document 7 December 2015
Region:	Goldfields Education Region	
School:	Esperance Senior High School	

THIS POSITION	
Title:	Vocational Education and Training (VET) Support Officer
Classification:	Level 3
Position No:	00036287
Positions under direct responsibility: Nil	

REPORTING RELATIONSHIPS		
TITLE:	Principal	
LEVEL:	School Administrator Level 6	
POSITION NUMBER:	00000643	
TITLE:	Deputy Principal	
LEVEL:	School Administration Level 4	
POSITION NUMBER:	00035879	
This position and the positions of:		
Title	Level	Position No.
Various		

TITLE Vocational Education and Training Support Officer	CLASSIFICATION Level 3	POSITION NO 00036287	EFFECTIVE DATE 7 December 2015
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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.

Further context about Esperance Senior High School is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the School name in the *Find a School* field.

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ROLE

The Vocational Education and Training (VET) Support Officer:

- coordinates the operations of the VET/Work Place Learning (WPL) program
- assists in developing and introducing systems and strategies which provide a responsive and effective support service in relation to the School's VET/WPL Program
- evaluates enrolment and completion data and provides reports to the School Executive
- assists in the selection and induction of students in the VET/WPL program
- locates appropriate industry placements/activity providers for students and conducts site checks and meetings with prospective employers
- liaises with key stakeholders including School personnel, Registered Training Organisation's (RTOs), industry and parents and students on attendance / behavioural issues
- maintains the VET/WPL database and assists with the preparation and management of the VET/WPL budget
- prepares correspondence, documentation and presentations, including recording students' progress and compiling reports
- participates in meetings between the School, other schools and RTOs, as required
- responds to enquiries from community, industry members and parents regarding the VET/WPL program
- provides clerical support for special projects across School teams as business needs arise.

OUTCOMES

1. Successful implementation of Departmental policies and priorities, particularly the VET program, is undertaken by the School.
2. Suitable industry placements are secured and the VET/WPL database is maintained.
3. Effective liaison is undertaken to ensure School Curriculum and Standards Authority requirements are met.
4. Effective support is provided to assist in the evaluation of the school's VET/WPL program and reported to the School Executive.
5. Effective partnerships are established and maintained with employers, agencies and RTOs.
6. A positive image of the School's VET/WPL program is promoted to the community via liaison with relevant stakeholders.

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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 knowledge of Vocational Education and Training and Work Place Learning programs and the ability to facilitate school/industry partnerships.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated well developed written and verbal communication skills, including the ability to establish and maintain effective working relationships with a broad range of internal and external stakeholders.
4. Demonstrated well developed interpersonal skills including the ability to work autonomously and collaboratively in a team environment.

ELIGIBILITY

Employees will be required to:

- 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 Accountable 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 7 December 2015
TRIM REF # D15/0562747