

## Position Details

We are seeking a **Trade Training Centre Manager (0.3 FTE)** and **Pathways Coordinator (0.5 – 0.7 FTE)**. The positions are open to either teaching or non-teaching applicants and may be filled by the same successful applicant. A permanent full-time position or permanent part-time positions are available.

These positions will be directly responsible to the College Principal through the Deputy Principal (Secondary), Head of Secondary/SACE, and the Director of Teaching and Learning.

At Portside Christian College, we deliver:

- Teaching and Learning programs developed using the *Understanding By Design* curriculum framework from a biblical perspective
- Professional, rewarding and supportive environment
- Outstanding opportunities for professional development and career progression

If you are committed to high quality education, enjoy a challenge, and want to work alongside other professionals dedicated to quality outcomes for learners, then please apply.

The **Pathways Coordinator** will:

- Work collaboratively with Head of Secondary/SACE Coordinator, Deputy of Secondary and Director of Teaching and Learning to ensure delivery of the Vocational Education and Training (VET) program from Years 10-12, and provide relevant subject/course counselling for students completing their SACE.
- Foster strong working relationships and collaborate with Pathways Coordinators/VET Coordinators, business organisations, Registered Training Organisations (RTOs) and VET course providers to provide best learning opportunities and experiences for students.
- Proactively inform the SACE Coordinator, relevant teachers and students of VET course opportunities and requirements.
- Monitor the progress of VET students during their courses and provide advice and/or intervention as required.
- Liaise with University, RTO's and business organisations to provide pathways advice at College events including SACE and industry expos.
- Collaborate and support the Stage 1 Personal Learning Plan (PLP) and Workplace practices teacher to identifying career pathways and promote career awareness for students. Applying teachers may also be involved in teaching these SACE subjects.
- Assist in the implementation and delivery of the WHS induction program before students attend Workplace Learning sites.
- Support students to identify, source and complete relevant work placement opportunities related to compulsory Work Experience (Year 10) and/or VET courses (Years 11 and 12) in line with Workplace Learning procedures.
- Ensure potential workplace sites meet appropriate safety and legal requirements prior to students attending.
- Undertake placement review, follow up which may include visits to ensure suitability and success for students.

- Keep up with current trends and information in relation to careers and VET opportunities, by attending appropriate VET Coordinator workshops.
- Counsel and educate students about careers and post-school destinations including university, TAFE, trades, traineeships and apprenticeships.
- Communicate to relevant teachers and students' career related publications and information.
- Complete administrative requirements related to VET and Work placement processes including clear and accurate communication, data collection and reporting.
- Identify and continue to develop links with industry and local business.
- Coach students on developing relevant skills to improve their individual employment opportunities.

The **Trade Training Centre Manager** will:

- Work collaboratively with the Deputy Principal of Secondary and College Principal to identify and negotiate VET courses and relevant RTOs to operate through the College Trade Training Centre.
- Foster strong working relationships and collaborate with RTO's and lecturers delivering courses within the Trade Training Centre.
- Communicate with relevant school VET Coordinators in relation to Trade Training Centre course information and ongoing student progress.
- Market and promote courses offered through the Trade Training Centre using publications, Open Days, other regional VET Programs and VET Coordinator networks.
- Facilitate enrolment meetings with prospective students/families (Portside and external students).
- Enroll students using VET Readiness Orientation (VETRO) when necessary.
- Manage and operate within the Trade Training Centre budget.
- Provide regular reports to the College Principal and relevant data as requested by external agencies.
- Undergo an annual review of operations, procedures, and courses to ensure the ongoing continuous improvement and achievement of the Trade Training Centre Strategic goals and objectives.
- Ensure the ongoing professional operation and community reputation of a leading Trade Training Centre in the Western suburbs.

## **Required skills and attributes of the successful candidate include:**

- Applying teachers will have South Australian Teacher Registration, or be eligible to obtain registration.
- Sound interpersonal skills that promote confidence and trust with colleagues, students, families and other professionals.
- Demonstrated experience in coordinating VET and Career counselling.
- Ability to consult with, work and communicate collaboratively with key internal and external stakeholders.
- Respond promptly to relevant enquiries and provide timely information.
- Demonstrated ability to prioritise tasks and manage time effectively.

- A high level of administrative skill and experience including use of Microsoft Office suite, digital technologies, policy compliance and records management practices.
- Ability to manage the demands of the position including administration and professional responsibilities.
- Actively contribute to the Christian life of the College community.

## Desired skills and attributes of the successful candidate may include:

- Qualifications that are relevant to career counselling and education.
- Experience with VET Readiness Orientation (VETRO) enrolment procedures.
- Experience with accessing VET information and student VET information via the SACE Board website and School's Online.
- Experience with graphics software, for example Adobe Illustrator to create promotional posters and brochures.
- Experience in a previous managerial role.

## Selection Criteria

### VET Coordinator/Careers Counsellor

- Demonstrated understanding and implementation of the Workplace Learning Procedures 2020.
- Provide a brief analysis of current and emerging career pathways and their implications in Vocational Education and Training (VET).

### Trade Training Centre Manager

- Demonstrated skills in administration and data management.
- Ability to use strategies in managing professional relationships successfully, particularly from a Christian worldview.
- Provide ways to promote and market a successful Trade Training Centre in the Western suburbs.

## Applications are to include the following:

- Cover letter, maximum 1 page.
- Curriculum Vitae outlining details of qualifications and areas of study, educational history, previous employment and relevant personal information.
- Completion of the **Non-Teaching Application Form** or **Teaching Application Form** available on our website at [www.portside.sa.edu.au/careers/](http://www.portside.sa.edu.au/careers/)
- Written response to the above selection criteria, maximum 1500 words.
- **Applications are to be received by Friday 13 January 2023 at 9am.**

## Applications should be addressed to:

Mrs Belinda Elsegood  
Human Resources  
Portside Christian College  
Email: [application@portside.sa.edu.au](mailto:application@portside.sa.edu.au)

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