

	Peninsula Grammar School	Date: 23/05/2022
	Position Description	

Position Title	Vocational Experience Coordinator
Reports to (Position)	Careers Counsellor
Location	Mount Eliza, Mornington Peninsula
Employment Status	Part Time (Term Time Plus)

Components of this Position Description	
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This Position Description is a summary of the core responsibilities and expectations of the Vocational Experience Coordinator. The incumbent may be directed to perform other functions to support the organisation to achieve its objectives.

1. Organisational Profile

Peninsula Grammar School (PGS) is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning, we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Team, the members of which play a significant role in developing, implementing and evaluating School policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the aims and philosophy of the School in the course of their work
- Through the example displayed in their approach to their work, energise fellow staff, students and parent by fostering quality relationships and community development
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills
- Maintain strict confidentiality and support for the School
- Maintain professional competence and current knowledge in educational trends
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the School Leadership Team. The appointee to this position will be required to participate in a regular performance review in accordance with the School Professional Review and Development Program.

PGS is committed to promoting diversity and inclusion at the workplace and expects employees to consistently demonstrate its values through the quality of their work performance and conduct.



2. Position Objective

The role of the Vocational Experience Coordinator at Peninsula Grammar is to oversee and coordinate all aspects of the specific school programs which help to prepare students for the world of work.

3. Key Stakeholders

Internal

- Principal and Deputy Principal
- Careers Counsellor
- Head and Deputy Heads of Pre-Senior and Senior School
- Business Manager
- Operational Staff (Administration and Business Support functions)
- Teaching Staff
- Students

External

- Parents
- External Providers

4. Core Responsibilities and Accountabilities

The Vocational Experience Coordinator will share responsibility with the Careers Counsellor for:

Development and delivery of careers programs

- Communication with students, parents, staff, and alumni regarding careers programs
- Engagement with the broader community in career pathways for our students
- Incursions including, but not limited to, the VCE Fair and Careers Exhibitions
- Excursions including liaising with universities and scheduling whole school tours

General Responsibilities

- Working collaboratively with the Head of Senior School and other careers staff to develop and deliver the Year 10 work experience program.
- Working collaboratively with the Year 9 Program Coordinator and the Year 9 and 10 Director of Student Wellbeing and other careers staff to develop and deliver the Careers component of the Year 9 Pathways for Life program.
- Overseeing the coordination of the VET program and case management of VET students
- Assisting with subject selection counselling for students in the Senior School.
- Establishing programs/pathways for students with additional needs
- Developing new programs to meet the needs of students
- Attending and addressing parent information evenings regarding careers and pathways programs
- Liaising with Peninsula Grammar Alumni to establish a register of speakers across a range of professions.
- Providing comprehensive career information through regular contributions to school publications
- Developing channels for direct communication with students regarding careers and tertiary options



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Workplace Safety

- Follow School Board policies as required
- Follow safe working procedures developed for the School
- Ensure all health and safety regulations are adhered to within your designated area
- Report any equipment or situation that is hazardous or has the potential to affect the health safety of Peninsula Grammar workplace
- Comply with purchasing guidelines for health and safety when ordering medical supplies
- Ensure appropriate storage and use of medical supplies

Child Safety

- Ensure adherence to all student safety standards and mandatory reporting requirements
- Attend training to maintain compliance with all child safety legislation, standards and regulations
- Complete all mandatory training in a timely manner
- Escalate and report all matters related to student safety immediately

5. Key Capabilities and Competencies

The incumbent is expected to have established knowledge, skills and competencies to be effective in this role:

- Relevant computer skills
- Strong organisational skills
- Ability to respond in a calm and professional manner
- Advanced administrative skills; across the Microsoft Office Suite, Zenith and Synergetic
- Excellent time management and organisational skills

6. Qualifications, Registrations and Experience

Qualifications & Registrations

- Post Graduate qualifications and / or Certificate IV in Careers Education
- Current Working with Children's Check
- Current Police Check
- Current First Aid – HLTAID011 (can be obtained on appointment)
- Current Drivers' Licence

Experience

- Three – five years in a similar role



7. Attributes

The following attributes will be relevant to support the incumbent in performing this role:

- Good problem-solving skills
- Strong leadership skills
- High level of positive initiative
- Team-driven ('One School')
- Clear sense of personal accountability
- Strong work ethic
- Honest, trustworthy and respectful
- Display empathy, commitment and resilience
- Reliability and punctuality
- Embracing of change and improvement
- Genuine interest in the School, students and families in the School Community

8. Additional Information and Special Conditions

- As a member of the School staff, the incumbent is committed to the Aims and Philosophy of the School.
- In all matters concerning employment, this position is ultimately responsible to the Principal. However, for practical purposes, these functions are delegated to the Careers Counsellor. In its day-to-day duties, the role will be responsive to the needs of the School.
- Employment conditions are as detailed in the Educational Services (Schools) General Staff Award and the National Employment Standards (NES).
- **Tenure:** Hours can be flexible over 4 or 5 days, must work Wednesday-Friday
Term time plus 2 additional weeks
- **Core Demands**

PHYSICAL DEMAND	RARELY <15%	OCCASIONALLY 15-30%	REGULARLY 30-85%	FREQUENTLY >85%
Sitting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Running	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Exposure to noise	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Climbing (steps / stairs)	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Working from heights (>2metres)	x	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling (>5kgs)				
Lifting	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Carrying	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>