



**CHRISTIAN
COLLEGE**
G E E L O N G

VCAL / VET CO-ORDINATOR

Applications are invited for an exciting new position at a fine independent College in Geelong renowned for excellence and Christian values.

This responsible position, commencing in 2014, would suit an experienced teacher who relates well to Senior students as a Home Group Teacher.

It involves the overall management and promotion of VET and VCAL courses at Christian College as well as the development and delivery of the VCAL programme.

Effective liaison with VET and VCAL providers internally and externally is essential to ensure the establishment of high quality courses of study. A detailed position description is available: www.christiancollege.vic.edu.au

Written applications should be forwarded to:

Secretary to the Principal
18 Burdekin Rd, Highton Vic 3216
principal@ccg.vic.edu.au

CLOSING DATE: Wednesday, 28th August 2013



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POSITION DESCRIPTION: Coordinator of VET and VCAL

Teacher Position Description

Teachers at Christian College are professional people and this is reflected in their teaching and in their relationships with students, parents and other staff members.

Classroom Management

Christian College teachers create a learning environment that stimulates interest and purposeful learning in which the dignity of each individual is respected. The physical learning environment can facilitate student interest in learning and takes into account the nature of the learning tasks. Classroom management strategies take into account the age range of students and lead to purposeful learning by students in the class. Our teachers support and encourage students in their faith development, building their capacity to learn and reflect upon their own practice to provide quality teaching for their students.

Curriculum

Our staff cooperatively and collaboratively work to deliver, document and revise curriculum that reflects the College philosophical statement. This comprehensive process follows the unit planners and lesson details under the direction of Director of Teaching and Learning or Director in their respective subject areas. The course followed by VCAL students will be developed and introduced according to appropriate guidelines.

Teaching Methodology

Christian College teachers use a variety of teaching techniques that support unit planners and the students' developmental levels and which encourage students to think, to solve problems and to learn independently. They;

- develop challenging learning activities
- build students' capacity to learn
- actively engage students in the learning process
- make use of the wide variety of teaching resources (including technology) available in the College and community
- use a variety of ways of grouping students to take into account the desired learning and social outcomes
- VCAL programs are presented to maximise the requirements of the program.

Assessment and Evaluation

Using a range of assessment and evaluation techniques, Christian College teachers regularly assess student progress to give students feedback on their learning and to plan future learning activities.

Assessment information is also used to evaluate the effectiveness of the teaching program and the suitability of the course content and materials. Students are given information on what will be assessed and the methods to be used.

Christian College teachers are able to consider aspects of assessment of learners, for learners and cater for students to assess themselves as learners.

Christian College teachers;

- monitor student progress in a variety of ways
- keep comprehensive records of each student's progress
- communicate with and provide feedback to students to assist them in self-assessment of their learning
- communicate with students and parents as requested and by writing reports which clearly reflect the student's approach to learning, performance on a range of assessment tasks, strengths and weaknesses and recommended future learning strategies
- comply with expectations of regulatory authorities such as VCAA

Interpersonal Relationships

Christian College teachers communicate with students, parents and their teaching and non-teaching colleagues in a clear, respectful and professional way, thus providing a role model which assists in every student's development. They demonstrate and respect the Christian ethos of the College through their daily interaction with others. They;

- attend daily devotions to share fellowship with colleagues and students
- communicate clearly and appropriately
- establish rapport with students
- motivate students
- accommodate individual differences in learning rates and styles
- encourage student participation in all aspects of the learning process
- maintain professional confidentiality on information about students while sharing relevant information with their teaching colleagues
- establish effective and cooperative working relationships with teaching and non-teaching colleagues and work as a member of a team

Professional Development

Christian College teachers keep abreast of developments in teaching and learning in the areas of their teaching responsibility as well as current developments in educational research and thinking. They contribute to the professional development of other staff members within the School by sharing knowledge, ideas and resources. They acknowledge the role they play in parent education and in keeping the community informed of developments in their profession. Christian College teachers reflect on their professional practice to ensure high quality teaching is provided to their students.

General School Expectations

Christian College teachers are fully committed to the aims and ethos of this Christian coeducational Independent school, and are fully prepared to participate in its co-curricular program.

They;

- attend whole College staff meetings, campus staff meetings, cross campus faculty meetings and other meetings as scheduled
- to be an integral part of the community and this would involve being a home group teacher.
- participate in the annual College retreat
- attend all timetabled lessons on time
- carry out extra duties as required, including taking replacement classes for absent colleagues
- assume pastoral care responsibilities as appropriate including participation in the House system
- take an active interest in the activities of the College
- maintain administrative requirements
- demonstrate support of College rules in all dealings with students following the procedures outlined
- attend parent teacher interviews
- attend the relevant Presentation Evening and other designated significant College activities such as Year 12 Graduation and any other compulsory functions requested by the Principal or delegate with one terms notice
- attend worship services at the commencement of each term and at the end of the year as well as assemblies and services to which they are assigned, as required at their campus
- participate in the College camping program as required
- Yard Duty responsibilities as outlined at each campus

VCAL/VET Co-ordinator Position Expectations

- Ensure that the VCAL students are an integral part of the mainstream Christian College community, through attendance at campus functions such as athletic carnivals and Easter services.
- Undertake daily House Group meetings with the VCAL students, including daily devotions
- Provide information to the school community about VET and VCAL in order to promote and support the integration of VCAL and VET into a whole school approach to post compulsory initiatives
- Coordinate all aspects of student administration in VET and VCAL including enrolment, assessment, monitoring and record keeping
- Review student VET and VCAL programs on a regular basis and revise as needed in consultation with the student and parent/guardian whilst prioritising the desired outcomes of VET and VCAL participation for individual students
- Develop appropriate assessment instruments for the learning outcomes of the VCAL units
- Develop learning materials and activities in order to meet the VCAL criteria and individual student needs
- Document good VCAL practices and case studies
- Attend VCAA Quality Assurance sessions and participate in the quality assurance process
- Provide support services or referrals for VCAL students
- Develop and strengthen the relationships with Careers Coordinators, Year level Coordinators, and external stakeholders in order to provide a high standard of delivery within the VCAL Program
- Establish connections with external agencies (including Registered Training Organisations) that will promote community links, support and structured work placements for VCAL students and studies for VET students
- Liaise with the college provider of VET subjects
- Attend professional development activities and local network meetings in order to maintain support and information for the VCAL program
- Provide information and advice to the VCAL team at the VCAA as part of the implementation, evaluation and ongoing VCAL monitoring process
- Maintain an annual budget and maintain financial records of expenditure
- Provide enrolment and assessment advice to the VASS Coordinator within the required time frame for VASS data requirements.
- Liaise with Eden services in the provision of bus services