Mandurah Catholic College is a K-12 Catholic co-educational day school, with approximately 1650 students enrolled in 2016. Established in 1992, the College is located on a picturesque 12 hectare bushland site situated two kilometres from the Mandurah town centre.

The Principal of Mandurah Catholic College invites applications from suitably qualified persons for the position of

**HEAD OF VOCATIONAL EDUCATION AND TRAINING**

Commencing January 2017

The College is seeking a suitably qualified, innovative and motivated educator to be the Head of our Vocational Education and Training Learning Area. This person will have a strong sense of commitment to the implementation and maintenance of our Catholic identity and ethos.

The College offers excellent support to teachers to enable them to develop in all areas of their teaching through the Mandurah Catholic College Professional Growth program. All staff are required to be involved in the pastoral care of our students and need to be able to demonstrate a commitment to the ideals and ethos of Catholic Education. Staff must also be willing to participate in the extra-curricular programs at the College.

All applications are required to have a Statement of Service, Working with Children check and TRBWA Registration. Successful applicants will be well qualified, dynamic and supportive of the Catholic ethos. Details of the College can be viewed at [www.mcc.wa.edu.au](http://www.mcc.wa.edu.au) or by contacting the College on 9531 9507.

A resume, including a covering letter addressed to the Principal and the names and telephone numbers of three referees (one of whom should be your Parish Priest), should be submitted to:

Human Resources Officer  
Mandurah Catholic College  
PO Box 615  
MANDURAH WA 6210

Fax: 9535 8558

E-mail: MCCHumanResources.mcc@cathednet.wa.edu.au

Applications close on Monday, 5 September 2016
1. **POSITION IDENTIFICATION**

   | SECTION : | Teaching |
   | POSITION : | Head of Vocational Education and Training |

2. **POSITION RELATIONSHIPS**

   Responsible to:

   - Principal
   - Deputy Principal of Teaching & Learning
   - Deputy Principal of Staff & Formation
   - Directors in Ministry, Learning Technologies & Learning Enhancement
   - Subject Teachers
   - Heads of Learning Areas
   - Heads of Year
   - Business Manager

3. **POSITION OBJECTIVES**

   This position is responsible for the coordination and management of all Vocational Programs run within the College. This includes our successful Vocational Education and Training Program which in 2017 will have in excess of 240 Year 10, 11 and 12 students participating in a diverse range of school based programs. As it works as a stand-alone program, the Head of Vocational Education and Training is responsible for workplace visits and communication with employers as well as student induction, interviewing and follow-up.

   The Head of Vocational Education and Training is responsible for coordination and management of contracts with the outside training providers who provide the many hours of embedded competencies which we offer in the College. This position is responsible for all record keeping required by the School Curriculum and Standards Authority and Catholic Education Western Australia in regards to vocational studies and funding.

   The implementation of School Based Apprenticeships and Traineeships are an important part of the Vocational Education and Training Program. Working with Group Training and Employers is another aspect of the job. VETis is also becoming a huge area of growth that requires a high level of record keeping. Presently there are approximately 180 students doing a range of courses at the training institutes in WA.

   Presenting at Parent Information Nights and providing time for parents and students to discuss future options is also an important aspect of the role. This includes reviewing Year 11 and 12 subject choices and counselling students into the right pathways.

   Vocational Education and Training in Year 10 was introduced in 2015. The Head of Vocational Education and Training liaises with students, the Career Counsellor and the Heads of Year to place students on request when appropriate. Organising and offering Try and Trade programs is offered.
4. **PROFESSIONAL RESPONSIBILITIES**

The Heads of Learning Area are responsible for their own professional development, that of their staff and that of students on teaching practice at the College. To these ends, they must:

- Have a responsible and persevering attitude towards College policies, maintenance of College tone, and attention to essential records and routine matters. Decisions made by the College Executive should be supported by Heads of Learning Area in a positive manner.
- Keep abreast of current developments in the areas of specialisation, maintain appropriate standards and endeavour to be a source of initiative, inspiration and encouragement to other staff members.
- Be members, and encourage staff to be members, of the appropriate professional subject association or network groups.
- Hold regular meetings for teachers within their area of responsibility. During these meetings, the Heads of Learning Area must contribute positively to the discussion of current problems, both in curriculum and in the nature and conduct of the learning environment, encouraging teachers to show initiative and to help, share, and learn from one another.
- Notify and pass on relevant data about programmed regional and in-service meetings and arrange for teachers within their areas to attend such meetings, when appropriate, and after discussion with the Principal, and approval by the Deputy Principal of Staff & Formation.

5. **THE LEARNING PROCESS**

As the senior teachers in learning areas, the Head of Learning Area is responsible for teachers' programs of work, the teaching of the program and the evaluation of student work. In order to meet these responsibilities, the Head of Learning Area:

- Ensures at the beginning of the academic year that each teacher has a coherent program of work, an adequate assessment program and a satisfactory system of recording student progress, and supply a copy of this to Principal.
- Evaluates text books in use and review new text books, noting that changes in texts are initiated in consultation with teachers.
- Is responsible to see that texts used are appropriate to the needs and level of maturity of the students, and in accordance with the College's overall Christian and educational objectives.
- Encourages and supervises experimental procedures after consultation with the Deputy Principal of Teaching and Learning and in consultation with teachers in their curriculum areas.
- Liaises with the teachers to meet the needs of all students and ensure that students in need receive an appropriate level of attention.
- Establishes protocols to support policies and procedures regarding reporting on progress to parents.
- Develops an assessment policy statement that ensures suitable homework is set and marked by all teachers and provide access on SEQTA.
- Through the College's marksbook ensure that you are monitoring ongoing programs and tracking student achievements and flagging concerns.

6. **TEACHING AND LEARNING**

As leaders of a team of teachers, the Head of Learning Area is responsible for curriculum implementation and development and, as a consequence, plays an important role in the formation of policy and practice, which enhance student learning and which influence the nature and range of teaching/learning situations in the College. To these ends, the Head of Learning Area:

- In conjunction with teachers in their area, oversees the organisation of the curriculum for each Year level, and assists and encourages teachers at the various stages of its implementation. The keeping of written syllabi (where appropriate), the coordination of curriculum, the maintenance
of assessment policy statements and the overseeing of the setting of satisfactory test papers at each year level, are all matters that are the responsibility of the Head of Learning Area

- Evaluates the current courses and makes recommendations to the Deputy Principal of Teaching and Learning for curriculum revision and upgrading, and are concerned with long-range planning for their area; has involvement with the Subject Selection
- Keeps informed of contests, events and competitions in their subject areas, organises and stimulates the students to participate in appropriate contests, and sees that proper recognition is given for their efforts in the College newsletter or elsewhere
- Is responsible for laboratories, workshops and rooms used for their areas of responsibility and liaises directly with the Property Manager or Resource Manager regarding requirements for the cleaning and good order of these rooms. Sees to their general upkeep and endeavours to improve equipment and other teaching resources available to the teachers and students
- Authorises, after appropriate consultation with the Deputy Principals and Principal, student excursions. Head of Learning Areas are also responsible for ensuring that the correct procedures are documented and followed by staff authorised to conduct such events
- Keeps informed of current information concerning relevant subjects from the School’s Curriculum and Standards Authority (SCASA). This information may be obtained through the Deputy of Teaching and Learning, who will distribute information regularly.

7. MANAGING STUDENT BEHAVIOUR (MSB)
   In so far as particular courses, learning areas and teaching strategies demand different disciplinary processes, Head of Learning Areas are responsible for:
   - First point of contact for teachers in the MSB structure
   - The development of such rules, regulations and guidelines, appropriate to the learning situations within their area
   - Ensuring that members of the area are thoroughly familiar with these requirements and that a consistency of approach is maintained
   - Monitoring the disciplinary processes to ensure their effectiveness
   - Dealing with students who, by a pattern of behaviour, indicate their inability to function effectively or safely within these area guidelines
   - Maintaining a close liaison with the Deputy Principal of Pastoral Care and the Head of Year to ensure continuity and consistency of disciplinary procedures across areas
   - Communication with the Deputy Principal of Pastoral Care and the Head of Year regarding any student who, because of a pattern of behaviour, may be in danger of being precluded from further participation in this course of study
   - When behaviour impacts on academic progress, communicate with Deputy Principal of Teaching and Learning.

8. STAFF MANAGEMENT
   As the leader of a team, the Head of Learning Area is responsible for the development of harmonious working relationships within their area of responsibility. In order to achieve this, Head of Learning Area:
   - Makes recommendations to the Deputy Principal of Staff & Formation who is responsible for the allocation of teaching duties to staff, giving due consideration to
     - teaching loads in terms of years and subjects
     - preparation and marking requirements
     - individual teacher interest and aptitude
• Allocates duties to staff, including test setting and marking
• Discusses with teachers taking up appointment in their area, expected classroom procedures and educational planning
• Guides and counsels staff in professional matters, including classroom teaching techniques and discipline
• Makes the opportunity to meet with members of the area individually, both formally as the need arises and informally on a regular basis, to support, affirm and communicate with staff on the performance of the professional responsibilities in the area. Work with the Deputy Principal of Staff and Formation to provide reviews and feedback to staff in regards to the Professional Growth Development Program.

9. **ADMINISTRATION - General**
The Head of Learning Area is responsible for the smooth running of their learning areas and will therefore ensure that information is supplied accurately and by the due date. To this end, the Head of Learning Area is responsible for:
• Providing ample warning to the teachers involved if SCASA Moderator visits are scheduled
• The determination of pre-requisites for admission to courses and for sequential courses
• Involvement in the preparation of an annual School budget in consultation with the teachers within their area, and the submission of the budget to the Principal
• The approval of all expenditure within the area and the maintenance of records of all purchases and funds available
• The maintenance of an accurate inventory of the area equipment in liaison with, and with the assistance of, the Principal and/or the Resource Manager
• Regularly meeting with the Principal and Deputy of Teaching and Learning to discuss the progress of the area.
• SCSA Grades.

**Head of Learning Area Meetings**
The Head of Learning Areas, together with the Deputy Principal of Staff & Formation and Deputy Principal of Teaching and Learning, attends the appropriate School meeting. Meetings should:
• Be regular and at other times as arranged
• Have agendas produced and minutes kept
• Determine the manner of communication of decisions to other staff members
• Take whatever steps are necessary to consult with other staff on relevant curriculum issues affecting them.

**Liaison with the Head of Learning Hub**
The Head of Learning Area is involved with assisting the Head of Information Services in:
• Supplying the titles of books recommended for addition to the Library
• The co-operative programming, teaching and reinforcement of Information skills throughout their subject area
• The selection/recommendation of resources to be added to the Learning Hub
• The dissemination of information from the Learning Hub throughout their subject area
• The provision of feedback/responses to the Learning Hub based upon feedback from staff within their subject area as appropriate.