



WHITEFRIARS  
CATHOLIC COLLEGE FOR BOYS

## Vocational Education Leader

<b>Title</b>	<b>Vocational Education Leader</b>
<b>Classification</b>	POL 3
<b>Time Allowance</b>	12 x 60 minutes periods per 10 day cycle
<b>Appointment duration</b>	3 years, inclusive of an appraisal during the tenure
<b>Date Reviewed</b>	May 2024

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

**Whitefriars College** is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

## **Overview**

The Vocational Education Leader at Whitefriars College is a significant leadership role in the school community. It is a leadership position based on a model of Christian service. They exercise a professional relationship of support and loyalty to the leadership of the College, which shapes and implements the College's strategic directions.

Under the leadership of the Deputy Principal – Learning and Teaching, the Vocational Education Leader is a collaborative and an active member of the Learning Team, ensuring the development and implementation of contemporary curriculum, pedagogy, assessment and reporting across vocational education programs. They support teaching staff to optimise academic achievement and engagement in learning, promoting a culture of excellence and high expectations.

The Vocational Education Leader works as part of the Careers Team and is responsible for the administration of VCE VM curriculum, work experience and structured workplace learning.

Further post graduate qualifications will be advantageous in performing the duties of this role.

## **Attributes and Competencies**

The Vocational Education Leader is expected to exhibit the following:

- Loyalty to and public support for the Leadership of the College.
- A lively and practical support of the Catholic identity of the College.
- An understanding of research informed curriculum design, pedagogy and assessment, including the Victorian Curriculum (F-10), MACS Religious Education Framework and Victorian Certificate of Education (VCE) Vocational Major study designs.
- Exemplary teaching skills that address the needs of learners of all abilities.
- Accomplished and respected educational leadership and management of staff.
- A commitment to ongoing professional growth for the benefit of the College community.
- Positive working relationships that promote excellence in teaching, learning and wellbeing.

## **Duties**

The Vocational Education Leader is expected to:

- Co-ordinate VCE VET programs offered by the College.
- Attend relevant VCAA, VET cluster and VCE VM network meetings, briefings and forums.
- Manage VASS record keeping for VET, VCE VM and School-based Apprenticeship enrolments.
- Liaise with VET providers and RTO's regarding auspice arrangements, student attendance and Memorandums of Understanding with VET providers.
- Oversee the administration of work Experience for students in the Senior Years, ensuring that administrative and compliance requirements have been fulfilled.
- Oversee completion of the Department of Education and Training occupational health and safety program by students prior to work experience and work placement.
- Monitor students involved in work placements as part of VET or VCE VM programs.
- Organise and promote any 'TAFE taster' programs.
- Lead information sessions to promote vocational education options for students.
- Maintain resources available in the Careers Centre relating to vocational pathways.
- Provide advice to students and their families on vocational pathways.
- Promote the College by participating in College events including Open Day, Experience Whitefriars Day, Student Parent Teacher Conferences, and Subject Selection activities.
- Promote the activities of the Learning Area in communications such as the College newsletter, website or on social media.

- Maintain proactive and timely correspondence with students, staff, parents, other schools and outside agencies as required.

### ***Child Safety and Risk Management***

The Vocational Education Leader is expected to:

- Be conversant with the College's policies on Child Safety, Code of Conduct and Risk Management and the implications of these policies for procedures and practices that affect the Learning Area.
- Ensure that teaching staff are aware of the Child Safety, Code of Conduct and Risk Management policies and the implication of these policies on procedures and everyday practices.
- Submit excursion/incursion/trips applications via Operoo.

The Vocational Education Leader is expected to undertake other relevant duties as directed by the Deputy Principals or Principal and a formal appraisal will be held during the tenure.



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**CONFIDENTIAL**  
**POSITIONS OF LEADERSHIP 2025 – 2027 APPLICATION FORM**

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<b>FULL NAME:</b>	
<b>POL APPLYING FOR:</b>	

<b>ACADEMIC AND PROFESSIONAL QUALIFICATIONS:</b>		
QUALIFICATIONS	INSTITUTION	YEAR COMPLETED

<b>RELEVANT EXPERIENCE IN POSITIONS OF LEADERSHIP</b>			
FROM	TO	SCHOOL	POSITION HELD

<b>REFEREE No 1</b>	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

<b>REFEREE No 2</b>	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

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## SELECTION CRITERIA

For inclusion with your application, please attach a brief statement:

- addressing your concept of leadership, including goals you would set for the position;
- a description of how these concepts align with the College's Vision and Mission;
- your response to the following selection criteria:

### 1. FAITH LEADERSHIP

- Commitment to the values and ethos of Catholic education, in the Carmelite context
- Steps towards attaining Accreditation (where applicable)

### 2. EDUCATIONAL LEADERSHIP

- Successful teaching experience
- Demonstrated capacity to initiate improvement in teaching, learning and classroom practice
- Details of recent professional learning, research, post graduate study and/or immediate intentions for future study

### 3. RELATIONAL LEADERSHIP

- Demonstrated ability to foster and develop appropriate relationships with the staff, students, parents and the wider community
- Demonstrated ability to work collaboratively and cohesively with teams within the school

### 4. ORGANISATIONAL LEADERSHIP

- Demonstrated ability to plan and manage resources effectively and equitably to support the educative programs of the school

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- In responding to the above, applicants can reference their experience and/or feedback received through
    - The College appraisal process
    - Annual Staff Reviews or other programs.
  - **If applying for more than one position**, only a single application is required, inclusive of an indication of which positions are being applied for.
  - Please limit your written response to no more than two pages where possible.
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Please return this completed Application Form with your brief statement addressed to the Principal via email to: [principal@whitefriars.vic.edu.au](mailto:principal@whitefriars.vic.edu.au)

Applications close at 4.00pm Friday 16 August 2024

**All applications will be acknowledged by email and interviews will be scheduled from this closing date**