

Vocational Major Coordinator Position Description

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| <p>Organisational Environment</p> | <p>Northside Christian College is set in a tertiary education precinct in the City of Whittlesea in Bundoora, Victoria. Northside provides engaging learning opportunities for students from Prep through to Year 12 with the mission to “Transform lives through Christ and the wonder of learning.” We provide an innovative learning framework within a safe and supportive Christian environment.</p> <p>We aim to maximise the potential of every child, equipping them for lifelong learning and developing character based on Biblical values.</p> |
| <p>Main Objectives</p> | <p>The Vocational Major Coordinator is responsible for the development, implementation, and evaluation of curriculum and programs relating to the VCE-VM (Vocational Major) at Northside Christian College and reports directly to the Director of Senior School Learning. The successful applicant will be an engaging educator and effective communicator with the ability to develop and maintain positive relationships with students, parents, and staff.</p> <p>The Vocational Major Coordinator provides support, guidance, and resources for both students and teachers, fostering a positive learning environment that is Christ-centered.</p> <p>The term of appointment for the position is three (3) years.</p> <p>The Vocational Major Coordinator is expected to support students from a Christian perspective as outlined in:</p> <ol style="list-style-type: none"> a) The Vision, Mission and Values of the College. b) The College’s educational philosophy. c) The College’s Teaching and Learning Framework. d) The College’s Statement of Faith. <p>The Vocational Major Coordinator will be a professional colleague who will be part of a team of staff striving to achieve the aims and objectives of the College.</p> |
| <p>Accountability</p> | <p>Directly through both written and oral means to the Director of Senior School Learning.</p> |
| <p>Key Internal Relationships</p> | <ul style="list-style-type: none"> • Deputy Principal • Director of Senior School Learning • Director of Inclusive Education • Director of Teaching and Learning • Head of Student Wellbeing |



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| | <ul style="list-style-type: none">• Personal Assistant to the Director of Senior School Learning• Teaching staff• Learning Support Staff• Students |
| Key External Relationships | <ul style="list-style-type: none">• Parents and carers |
| Specific Accountabilities | <p>The VCE Vocational Major Coordinator is responsible for:</p> <ul style="list-style-type: none">• Leading the development, documentation, and implementation of the VCE Vocational Major curriculum for Senior School students, ensuring compliance with VCAA requirements and clear delivery of the applied learning model.• Represent the College at appropriate network meetings, including regional Vocational Major Community of Practice meetings.• Working closely with the Careers and Pathways Coordinator to provide advice to students, parents, and staff regarding VCE Vocational Major pathways to facilitate informed decision-making.• Supporting students in securing appropriate work placements, assisting with required documentation and coordinating workplace visits for students undertaking structured workplace learning as part of their VCE Vocational Major qualification.• Supervising and monitoring the progress of VCE Vocational Major students, ensuring early identification of those at risk.• Fostering continuous improvement in pedagogy, assessment practices, and differentiation in the VCE Vocational Major curriculum.• Working collaboratively with the Director of Senior School Learning to lead a team of Vocational Major teachers, promoting collaboration, integrated curriculum, and professional learning.• Supporting the professional growth and capacity building of teachers in the VCE-VM learning area, providing feedback to strengthen their development. <p>The Vocational Major Coordinator's professional appraisal will be undertaken by the Director of Senior School on an annual basis.</p> <p>This is not necessarily an exhaustive list of duties, but is intended to reflect the range of duties the appointee will perform. The job description may be reviewed in response to changing needs, in consultation with the incumbent.</p> |



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| Duty of Care | <ul style="list-style-type: none">• Be familiar with College policy, rules, and expectations.• Follow workplace health and safety procedures.• Be punctual to meetings and other duties.• Attend Staff Meetings, subject/department meetings, and other meetings as required.• Support the College's Child Safety Policy, procedures and compliance with Ministerial Order No. 1359.• Assist with planning of special school programs, e.g.: excursions, camps, sports, educational visits etc. where required.• Perform any other duties as delegated. |
| Confidentiality | <p>The employee must maintain a strict confidentiality with reference to all matters relating to students and staff, both within the school and outside in accordance with the provisions of the Privacy Act 1988.</p> |
| Essential Knowledge, Skills, Abilities, Qualifications | <ul style="list-style-type: none">• Exemplary skills as a teacher of Senior School students (Years 10 – 12).• Exemplary knowledge of the VCE-VM curriculum, including the VCAA Five Pillars of Applied Learning.• Committed to the Christian values and ethos of Northside Christian College.• Successful teaching experience and a demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.• Ability to develop positive relationships with staff, students, parents, and the wider community.• Collaborative mindset and proven ability to work effectively in a team environment.• Strong organisational and resource management skills to support the educational programs of the school.• Strong interpersonal skills that reflect Christ, especially integrity and trust.• Demonstrated administrative capabilities and proficiency in planning and prioritising responsibilities;• In line with our Christian ethos, all appointed teachers must be able to embed a Biblical worldview into the curriculum.• Strong personal faith, including the ability to set a Godly example.• Ability to lead, motivate and build a God-honouring atmosphere.• Committed to personal learning and encouraging the development of the same in others.• All teachers will hold current registration with the Victorian Institute of Teaching (VIT). |



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| <p>Staff Obligation to Child Safety</p> | <p>All staff at Northside Christian College take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 1359 which came into effect from the 1st July 2022, supporting the implementation of the 11 new Child Safe Standards. Northside Christian College's commitment to Child Safety is incorporated into the College's employment cycle from recruitment and reference checking, to induction, staff appraisal, and a commitment to regular Professional Learning. All staff at Northside are required to sign a statement that they have read, understood, and agree to abide by the Northside Christian College Child Safety Policy and the College's Child Safety Code of Conduct.</p> <p>Northside Christian College is fully committed to the protection of children and young people during all College activities and environments both within and outside of school hours. It is expected that all staff will:</p> <ul style="list-style-type: none">• Be aware of, understand and comply with the principles of the Child Safe Standards at all times;• Ensure adherence to the College's Child Protection Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these;• Complete Child Protection training prior to beginning at the College;• Undertake regular training and professional development in Child Safety;• Respond according to the College's policies and procedures when interacting with children, taking all allegations and concerns very seriously;• Be committed to providing a safe environment for all children, promoting physical, emotional, and cultural safety. <p>Employment with Northside Christian College is subject to College policies including, but not limited to, the College's Child Safety Policy.</p> |
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