

POSITION DESCRIPTION

Business unit:	Mancel College
Position title:	Coordinator of Pathways and Partnerships
Employment type:	Part Time
Reporting to:	Deputy Principal - Teaching and Learning
Date reviewed:	November 2022

Primary Purpose – Vision, Mission and Strategy

The vision for Language Disorder Australia is to ensure extraordinary outcomes, beyond what anyone imagined possible, for children and young people with Language Disorder.

Our mission is to educate, support and advocate for children and young people with Language Disorder, so they can connect, belong and achieve.

The role of the Coordinator of Pathways and Partnerships contributes to this vision and mission, and Language Disorder Australia’s Strategic Objectives, by providing the full range of Pathways and Partnership services to Mancel College to:

- Support students to engage in VET and Pathways programs including:
 - Certificate and TAFE subjects;
 - School-based apprenticeships and traineeships; and,
 - Career development and life skills program
- Enable effective teaching and learning of VET and Pathways programs

Pathways and Partnerships services provided by the Coordinator of Pathways and Partnerships include planning, implementation, monitoring, managing of employees and reporting on the full range of Mancel College VET and Pathways program/s under the direction of the Deputy Principal - Teaching and Learning, and in conjunction with the Language Disorder Australia Values. The role is also an active member of the College VET (Vocational Education and Training) teaching team.

Working Relationships

- The Coordinator of Pathways and Partnerships reports to the Deputy Principal - Teaching and Learning
- The Coordinator of Pathways and Partnerships will develop and maintain effective working relationships with the Principal, Deputy Principal - Student Wellbeing and Operations and all students, managers, employees and workers at Language Disorder Australia as well as with external Stakeholders, including but not limited to:

Internal

- Principal
- Mancel College Coordinators & Coaches
- Leaders and Managers
- Students
- Parents/Guardians
- Allied Health Employees
- Mancel College Employees
- Corporate Employees
- Volunteers
- Contractors
- Professional Placements

External

- Independent Schools Queensland
- Tertiary institutions
- Other external parties relevant to the needs of VET and Pathway coordination responsibilities

Language Disorder Australia Values

Our values are:

Service – We put the interests of others above our own and actively seek out opportunities to help.

Passion – We love what we do and show this through our enthusiasm, energy and positive mindset.

Excellence – We have high expectations of ourselves and each other, and continually strive to be better tomorrow than we were today.

Accountability – We accept responsibility, do what is expected of us and are answerable to each other.

Kindness – We are friendly, generous, and considerate in everything we do.

Empowerment – We deliberately enable others, develop their agency and voice, and are committed to their success.

Respect – We show through our everyday actions that we value others as unique individuals, entitled to our high regard and dignity, honouring their difference and contribution.

Main duties and responsibilities

Pathways and Partnerships Services

- Coordinate the development and implementation of VET & Pathways programs.
- Collaborate with the Deputy Principal, Teaching and Learning on policies and issues relating to the operation of VET procedures, including management of employees involved in the VET program, development of related curriculum and reporting relevant to the position.
- Apply contemporary learning and teaching research to classroom practice through the ongoing support and provision of professional development of VET teachers.
- Work with the Coordinator of Pastoral Care to ensure that VET and Career Development Programs are informed by best practice in pastoral care
- Undertake the day-to-day operations of the VET Courses under the regulation of other RTOs including assessment, results, reporting, attendance records, student handbooks and parent communication.
- Teach within the VET subject offerings and Career programs.
- Liaise and partner with outside individuals and organisations to represent Mancel College in matters relating to sourcing, promoting and implementing pathways, including apprenticeships and traineeships and any other associated sign ups.
- Facilitate the enrolments of students in VET and University studies outside the College.
- Contribute regularly to the relevant Language Disorder Australia newsletters and communications on VET matters.
- Maintain and regularly update VET information on the relevant Language Disorder Australia webpage/s.
- Keep accurate and appropriate records of student achievement in the VET subject areas.
- Communicate with parents, where appropriate, on matters pertaining to the role.
- Work with & meet regularly with the Deputy Principal - Student Wellbeing and Operations to discuss administrative and operational matters associated with the role (including for support and direction for the below points):
 - Develop and monitor a student database for recording of VET modules for the common reporting and recording of successfully completed modules.
 - Participate in the dissemination of information, interview processes and follow up activities pertaining to the Year 10 SET (Senior Education and Training) Plan process.
 - Ensure that appropriate risk management strategies, policies and procedures are in place.
 - Coordinate the work experience programs for Year 10-12 students

Teacher

- The duties and responsibilities as described in the *Teacher Position Description* are also applicable to the position of Coordinator of Pathways and Partnerships

Other

- Comply with all policies and procedures including WHS legislation & Child Safety
- Participate in other related activities as directed by the Deputy Principal - Teaching and Learning
- Support the Deputy Principals on relevant projects
- Assist and relieve other positions from time to time

Qualifications, knowledge, skills and experience

Qualifications / Registrations / Professional memberships

Essential:

- Relevant tertiary qualifications in teaching
- First Aid Certificate (HLTAID001 & HLTAID003/HLTAID004) (& ongoing maintenance)
- Registered with Queensland College of Teachers

Knowledge, skills and experience

Essential:

- Experience as VET teacher.
- High level of professional knowledge and development in VET and Pathways program.
- Well-developed communication, interpersonal and negotiation skills necessary for productive working relationships with internal and external stakeholders
- Excellent computer skills across the Microsoft Applications Suite including Word, Excel, SharePoint, and PowerPoint.
- Attention to detail.
- Ability to successfully participate as a team member, with recognition of the necessity to follow instructions at specified times.
- Ability to understand and comply with the policies and procedures
- A commitment to self-improvement through professional learning

Mandatory Requirements

- Relevant Working with Children check. i.e. a current Blue Card, Exemption Card, QCT registration or other acceptable evidence
- Australian Driver Licence (Class C)
- Up to date relevant vaccinations (including Covid vaccinations and boosters)

Signature

I have read and understood the attached position description. I have signed below to indicate my understanding.

Signed: _____ Date: ____/____/____

Print name: _____