

# Position Description

*Position:* **Trades Skills Centre (TSC) Manager**  
*Reporting to:* Principal, through the Head of Secondary  
*Type of Position:* Permanent  
*Position Hours:* Part-time (*approx. 0.6 FTE*)  
*Date:* August 2023

## Summary:

Bayside Christian College (College) is a co-educational, ELC to Year 12 Christian College committed to fostering partnership between home and school in Christian education. The Trades Skills Centre (TSC) located at 97 Robinsons Road, Langwarrin South is designed for Senior Secondary students enrolled in either the VCE or VCE-Vocational Major (VM). It offers a 'paddock to plate' approach to the delivery of VET level qualifications Agriculture and Kitchen Operations. Teaching of these units will be underpinned by a Christian Worldview.

## Key Objectives:

1. Oversee the development and delivery of VET programs delivered at the College Trades Skills Centre that are consistent with our College Purposes, including appropriate auspicing arrangements;
2. Manage teaching staff and ensure that VET learning programs are of the highest quality;
3. Manage student enrolments and a growing level of engagement with our VET learning programs;
4. Ensure that VET programs are properly resourced, including the management of TSC facilities;
5. Develop and manage strategic partnerships in support of the broad strategic goals of the TSC.

## Person Specifications:

- A minimum of two years' experience in a similar role in a VET setting;
- A demonstrated passion for and commitment to VET education and applied learning;
- Valid Cert IV in Training & Assessment
- VIT registration or Permission to Teach will be highly regarded;
- Good understanding of and commitment to the mission and philosophy of the College;
- Strong interpersonal communication skills, including pastoral care skills;
- Exceptional organisational ability and computer literacy;
- A high standard of professionalism, confidentiality and integrity;
- Demonstrated leadership skills, ideally within a Christian Education setting;
- Displays common sense, innovation skills and the ability to problem solve;
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children and previous experience working with children;

- A current Employee Working with Children Check is required before commencement in this role unless current VIT registration is held;
- An interest in agriculture and/or hospitality including Christian perspectives on these important areas of life would be well regarded. Qualifications and industry experience in either of these areas would be extremely advantageous; however, this is not a requirement of this role.

### **Specific Duties:**

#### *VET Program Delivery*

- Oversee the development of curriculum for VET courses being delivered at the TSC ensuring VET courses reflect the College's commitment to Christian Education and that curriculum reflects a Christian Worldview;
- Liaise with RTO to ensure that all auspicing requirements are being met as per AQTF Essential Standards and the accrediting authorities (i.e. VRQA / ASQA);
- Liaise with VCAA as necessary to ensure compliance with VCE VET program delivery guidelines;
- Develop, communicate, implement policies and procedures to guide the effective and efficient operation of the TSC in line with the values and mission of BCC.

#### *TSC Staff Management*

- Provide leadership to the TSC within the broader BCC community, leading and growing the TSC staff team as required;
- Initiate the recruitment and selection of staff required for the operation of the TSC;
- Oversee the induction and orientation of new TSC staff;
- Ensure currency of qualifications and experience held by TSC teachers/trainers, including either VIT registration or Permission to Teach;
- Conduct bi-annual reviews of TSC staff;
- Oversee the ongoing professional development of TSC staff;
- Work with the HR Officer and Daily Organiser to develop appropriate CRT support for uninterrupted VET program delivery.

#### *Student Enrolment and Engagement*

- Work with the Communications Officer to promote TSC courses within the College community, Secondary Schools within the region, local churches and the broader community;
- Produce content for brochures and handbooks providing relevant course information for a range of stakeholders, taking care to observe VRQA regulations regarding VET course information;
- Liaise specifically with the College VET Coordinator and the PVET Cluster to ensure that resources and information are provided in line with the PVET Timetable;
- Organise Information Sessions during Term Three of each year, promoting the Centre and relevant VET courses to potential students and their parents;
- Oversee the timely enrolment of students, communicating with parents and school VET Coordinators as appropriate and ensure that information regarding course

requirements, material, start dates, class times etc. is provided in a timely and professional manner;

- Develop mechanisms for support students with special needs and ensure that VET teachers/trainers are monitoring the progress and well-being of their students;
- Ensure signed MOUs are in place for external students;
- Arrange invoicing for both College and external students' VET fees;
- Oversee the provision of regular communication with VET Coordinator/s in the PVET Cluster regarding student attendance, progress and certificate attainment;
- Ensure that accurate student data (including enrolment and achievement information) is provided to VET/VASS coordinators by due dates set by VCAA and the PVET cluster;
- Ensure that VET students are aware of relevant opportunities for Structured Workplace Learning as well as post-school pathways into work and/or tertiary study.

### Resources and Partnerships

- Oversee the resourcing of courses in terms of training material, course supplies, uniforms and other requirements;
- Contribute to the smooth operation of the TSC facility, including strategic planning and maintenance planning, facility improvements and upgrades;
- Contribute to the preparation of budgets and ensure compliance with relevant College financial management policies;
- Work with local networks (e.g. FMPLLEN) to establish and build the reputation of the TSC, representing the TSC at official community functions;
- Establish and maintain key partnerships with local industries for the benefit of both students and employers;
- Establish partnerships with other tertiary providers in terms of providing appropriate education pathways for students who are keen to pursue further training in Agriculture and/or Hospitality (e.g. The University of Melbourne, William Angliss Institute).

*It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Protection Policy and Child Safety Code of Conduct.*

*This Job Description may change at the discretion of the Principal, and is subject to be reviewed annually.*