

Position Description

<i>Position:</i>	Applied Learning Coordinator
<i>Reporting to:</i>	Principal, through the Head of School
<i>Type of Position:</i>	Full-time
<i>Review Date:</i>	December 2020

Summary:

Bayside Christian College is an ELC to Year 12 College situated on Victoria's Mornington Peninsula. It belongs to the wider network of Christian Education National, which upholds that the ultimate responsibility for educating children belongs to the parents. The College supports and assists parents in their God-given tasks of educating their children. Curriculum is underpinned by a Christian Worldview, which acknowledges the Lordship of Jesus over all creation. The College therefore seeks to nurture and empower students to reach their full potential academically, emotionally and spiritually so that they can contribute to the task of restoring all creation to God's design.

Position Overview:

This is a leadership position working collaboratively with the Head of Senior Secondary (HOSS), Deputy Principal and other members of the College leadership team towards identified strategic intentions for the College. The Applied Learning Coordinator is responsible for assisting the HOSS and Senior Secondary School Coordinator with running of the Senior Secondary section. It is expected that the Applied Learning Coordinator will hold current VIT registration.

Person Specification:

The Applied Learning Coordinator will have the following experience and skills:

- Mature Christian faith;
- Clear and well-articulated capacity to lead and mentor the team from a distinctly biblically informed Christian Worldview in line with the College purposes;
- Evidence of professional development consistent with the above (e.g. participation in M.Ed. with National Institute of Christian Education);
- The ability to model excellent teaching principles and practices;
- Strong organisational skills;
- Effective interpersonal and communication skills;
- Demonstrate an understanding of the needs of students in the learning area;

- Demonstrate the usage of e-learning technologies;
- Willingness to be mentored and developed as a Senior School Coordinator;
- Demonstrate experience in working safely with children and knowledge of appropriate policies and procedures.
- 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;
- Cert IV in Training & Assessment (TAE40116 - including upgraded TAEASS501 & TAE40116);
- A high standard of professionalism, confidentiality and integrity
- Displays common sense, innovation skills and the ability to problem solve.

Position Responsibilities:

The Applied Learning Coordinator has the following responsibilities:

1. Staff Management

- Lead and mentor a team of applied learning teachers;
- Monitor effective teaching and learning in areas of responsibility ensure that VET and VCAL learning programs are of the highest quality;
- Assist the Head of Senior Secondary in the management of teaching staff;
- Support the Head of Learning Innovation and Discipleship in the capacity development of teachers including mentoring.

2. Setting and Maintaining Culture

- In conjunction with the Senior Secondary leadership Team maintain a positive teaching and learning culture;
- Implement and maintain the Senior Secondary Philosophy;
- Oversee the planning and implementation of key events primarily (but not limited to) section assemblies, orientation events, Formals, information nights, and camps;
- Implement the current school curriculum and legislative requirements to ensure student well-being and safety.

3. Student Progress

- Communicate information regarding students to relevant stakeholders and other professionals;
- Assist in the process of subject selection and subject/class changes;
- Facilitate effective communication with parents relating to student progress;

- Coordinate student enrolment and a growing level of engagement with our VET learning pathways.

4. Student Guidance and Support

- Develop appropriate relationships with students offering student guidance and support and monitoring individual progress;
- Ensure there is adequate communication between the Senior Secondary Team and parents;
- Promote strategies and programs to maintain a safe, resilient and inclusive learning community;
- Liaise with the College Chaplain over matters of student welfare;
- Implement the College Code of Conduct - The Bayside Way;
- Encourage and where necessary facilitate effective engagement between staff, students and parents;
- In conjunction with the leadership team and teachers monitor student attendance.

5. Teaching and Learning

- Ensure that teachers embed a Christian Worldview in their classrooms;
- Model and assist teachers to develop strategies for effective teaching and learning within the Sub School;
- Assist in the development of curriculum plans and assessment strategies for the Subschool;
- Facilitate collaboration and transparency between teachers in developing their practice.

6. Administration

- VET / VCAL Administration and Compliance
- Organisation of camps
- Timetabling and student class allocation and structures
- Student orientation and rollover
- Communications

7. Coordinate the Trades Skills Centre

- Ensure currency of qualifications and experience held by TSC teachers/trainers, including either VIT registration or Permission to Teach;
- Work with the Community Development Officer to promote TSC courses within the College community, Secondary Schools within the region, local churches and the broader community;
- Liaise specifically with the BCC VET Coordinator and the PVET Cluster to ensure that resources and information are provided in line with the PVET Timetable;
- Facilitate enrolment and MOU's for external students;
- Contribute to the smooth operation of the TSC facility, including strategic planning and maintenance planning, facility improvements and upgrades;
- 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.

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 Position Description may change at the discretion of the Principal; it is subject to annual review.