

Job Description

Vet & Employment Pathways Trainer

Role Title	Vet & Employment Pathways Trainer
Flexible Learning Centre	Edmund Rice Flexi School
Network	EREA Oscar Romero Flexi Schools Network
Location	Elizabeth - SA
Report	Head of Campus/ Network Principal and/or Delegate
Classification	Full time, Term-time 1.0FTE
Band/Wage Scale	In alignment with the South Australian Catholic Schools Enterprise Agreement 2017.
Probation Period	6-month probation in accordance with the EBA

Aboriginal and Torres Strait Islander people are encouraged to apply.

Primary Role:

The VET and Employment Pathways Trainer reports to the Head of Campus and is responsible to the Network Principal or Delegate. He/she works collaboratively with all staff. He/she has delegated responsibility to develop and maintain learning and social inclusion responses of the campus. This includes but not limited to:

- Planning, preparation and delivery of effective learning and training programs for young people with a focus on the Career Heroes Program and senior phases of secondary education.
- Developing and supporting VET and Employment Pathways within the SACE Program.
- Able to source work experience and volunteering opportunities from local industry, including preparing young people to engage with these opportunities.
- Contributing to the development and implementation of the FLC's objectives and planning.
- Contributing to the establishment and maintenance of a supportive school environment.

Qualifications and Experience:

- Certificate IV in Training and Assessment.
- Experience and knowledge in developing and coordinating VET for secondary aged young people
- Working knowledge of TGSS, traineeships and apprenticeships.
- Delivery of Certificate III Volunteering – **highly desirable**
- Current unrestricted driver's licence (essential).
- DCSI Clearance Notice from DHS for Working with Children Clearance.
- Catholic Police Clearance – granted by the Screening & Verification Authority – Catholic Archdiocese of Adelaide.
- Experience in working with young people disenfranchised for mainstream education.
- First Aid

Principles of Operation (Respect, Participation, Safe & Legal and Honesty):

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the EREA Historic Youth+ Foundation Statement and FLC Occasional Papers. (available on the website) www.ereafsn.edu.au

Duties and Responsibilities:

The VET & Employment Pathways Trainer reports to the Head of Campus. Typical duties and responsibilities include but are not restricted to:

1. Develop and implement VET training options which support the individual learning plans of each young person

- In collaboration with teachers and youth workers - plan and implement an educational program which engages young people and offers a range of learning choices including:
 - Deliver the Career Heroes Program;
 - Accredited vocational learning opportunities e.g. VET subjects;
 - Support of literacy development through bridging literacy and numeracy modules;
 - Manage data collection, including Schools Online;
 - Engage with EREA RTO requirements;
 - Develop, implement and maintain individual training plans to meet the individuals learning style and level of skills and knowledge; and
 - Support staff as required in implementing VET courses and transition pathways for individual students.

2. Develop and implement the employment pathways program

- Develop life skills in young people: financial literacy, career pathways.
- Teach and develop the young people's 'soft skills' (e.g., Cert I in Access to Vocational Pathways, Cert II in Skills for Work and Vocational Pathways).
- Involvement in the planning and coordination of activities for employment pathways i.e., creating appropriate work experience and volunteering opportunities for students.
- Apply all relevant EREA and CESA Work Experience Guidelines and Procedures

3. Participate in program provision to ensure wellbeing in an inclusive learning environment

- Collaborate with the team to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people.
- Participate in the daily routines and activities of the FLC e.g. morning meetings.
- Follow up on non-attendance in a supportive environment.
- Build connections with families to support learning outcomes for each young person.

4. Team participation/multidisciplinary practice/professional development

- Participate in professional supervision.
- Support regular whole team reflective practice sessions including daily staff debrief.
- Operate within the context of EREA and Oscar Romero Flexi School Network Policies and Procedures.
- Participate in professional development that is relevant to the work of the FLC.

5. Administrative Responsibilities

- Maintains appropriate records and prepares reports as required.
- Oversee and coordinate all VET reporting requirements to various bodies.
- Maintains records on the school database and Schools Online.
- Support the development of personal learning plans.

- Participates in Young People’s cross agency meetings as required.

6. Other identified duties specific to the role in this Flexible Learning Centre

- Carries out duties and tasks that may be reasonably assigned by the Head of Campus and Network Principal, or Delegate from time to time.

Edmund Rice Flexi School supports the rights of children and Young People and is committed to providing a safe and supportive environment directed at ensuring their safety and wellbeing. All applicants for these positions will be subject to EREA screening procedures.

Job Description Acceptance:

I, (print name) have received, reviewed and fully understand the Job Description for the VET & Employment Pathways Trainer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: Date: