

IONA COLLEGE

Head of VET and Pathways Co-ordinator

Role Description (2016)



The Head of VET plays a major role in the leadership of learning and teaching within the College. The role is responsible for the effective operation and development of a VET across Years 5 to 12, for the management of staff and resources, for the provision of high quality learning and teaching and for ensuring the VET program complies with all College and external directions and obligations.

Key responsibilities of the Head of VET include:

1. Leadership and Management within the College

- Contribute to the leadership of the school through active participation in staff and middle leadership meetings.
- Commit to ongoing personal and professional development appropriate to the position of leadership.
- Assist the College Leadership Team in leading the college community to develop, articulate and commit to a shared educational vision providing quality outcomes to all students.
- Model the Oblate charism and ensure that the Oblate ethos is known, nurtured and developed.
- Work collaboratively with other middle leaders to fulfil the College mission.
- Other appropriate duties as required by the Rector.

2. Leadership of a designated curriculum area within the College

- Lead the collaborative planning and writing of curriculum documents.
- Lead the assessment, moderation and reporting processes.
- Ensure the VET's recording and learning management resources are used and accurately maintained by teaching staff.
- Supervise the quality of student learning through analysis of instructional strategies and student achievement data.
- Manage financial and material resources within the area of responsibility including the formation of budgets and the expenditure of allocated funds.
- Regularly communicate with stakeholders about issues of legitimate interests and/or concern.

3. Leadership of faculty staff

- Establish clear faculty goals and expectations in line with college policies.
- Engage in professional reading and apply contemporary learning and teaching research to faculty practices.
- Foster a safe environment for teachers to critique, self-reflect and evaluate.
- Engage in classroom observation and provide feedback to teachers.
- Promote, facilitate and participate in professional development.

Classification

The position is classified as a PoL (Tier 2c) on the Religious Institute Boys' Enterprise Bargaining Award.

Term of Appointment

The Head of VET will be appointed for an initial period of four years, with a reappointment of four further years following a successful review.

Reporting Responsibilities

The Head of VET will report to the Dean of Learning and Teaching.