

DEPUTY DIRECTOR OF APPLIED LEARNING

POSITION DESCRIPTION

Role Purpose:

The Deputy Director of Applied Learning works in close consultation with the Director of Applied Learning to support the development and delivery of high-quality Applied Learning programs, including VET and VCE Vocational Major. This role assists in equipping students with employment-related skills and an understanding of workplace environments, career options, and further education pathways. The Deputy Director supports the implementation, promotion, and continuous improvement of Applied Learning within the College.

Key Responsibilities:

Education in Faith

- Support and participate in the faith life of the College demonstrating a commitment to its Mission Statement and Catholic ethos.
- Assist staff and students to develop their sense of belonging as members of the school through participation in rituals and celebrations that foster the development of a relationship – with each other, with God and with the community.
- Encourage the College community to bring the Salesian charism to life and promote the Salesian values.
- Support the implementation the Salesian pedagogy of learning through relationship and presence based on reason, religion and loving kindness.

Leading Learning and Teaching

- Assist the Director in liaising with the Deputy Principal Learning and Teaching, Learning Leaders and SEED to promote best practice pedagogy in Applied Learning.
- Support the delivery and compliance of VET Certification courses.
- Provide advice and support to Learning Teams and teaching staff in the area of Applied Learning.
- Assist in monitoring and supporting the Quality Assurance process.
- Contribute to the implementation of the Whole School Approach to Positive Behaviour Support (WSAPBS) within the Applied Learning context.

Developing Self and Others

- In consultation with the Director, support Applied Learning staff in understanding and meeting the curriculum and assessment requirements set by the VCAA and relevant Registered Training Organisations (RTOs).

- Help disseminate information and updates relating to VET, VCE Vocational Major, VCE, and Vocational Preparation programs to relevant staff.
- Assist in liaising with curriculum leaders regarding the development, implementation, and evaluation of Applied Learning curriculum, assessment, and reporting.

Leading Innovation and Change

- Work with the Director to promote Applied Learning both within the College and in the broader community.
- Assist in developing, reviewing, and refining processes that enhance student outcomes in Applied Learning programs.
- Support and contribute to curriculum innovation initiatives in the Applied Learning area.

Leading the Management of the School

- Support the Director in managing the Applied Learning Budget, including VET expenditure, in collaboration with the Business Manager and Deputy Principal Learning and Teaching.
- Assist in the preparation of documentation such as Memoranda of Understanding with RTOs, when required.
- Help monitor student attendance and engagement in VET and other Applied Learning programs.
- Contribute to the development of curriculum advice for the Applied Learning and Senior School Handbooks.
- Assist the Careers Department in identifying appropriate work placement options for students in Applied Learning.
- Provide support to students exploring Applied Learning pathways.

Engaging and Working With the Community

- Assist in the promotion of Applied Learning within the College and externally.
- Represent the College at relevant Applied Learning forums and meetings as appropriate (e.g., VCAA, CECV).
- Support liaison with external providers and RTOs to ensure quality and compliance of externally delivered programs.
- Participate in College events such as Open Night and Subject Selection Evenings to showcase Applied Learning and advise families.

Additionally:

- Other duties as assigned by the Director of Applied Learning or the Principal.

Key Selection Criteria:

The successful applicant will:

- Demonstrate a strong understanding of the Catholic ethos of the College and the ability to transform this into practice.
- Demonstrate an understanding of the Australian Curriculum and the Melbourne Declaration on Educational goals for Young Australians.
- Demonstrate an ability to support the successful implementation and evaluation of curriculum initiatives in Applied Learning.
- Demonstrate high level written and verbal communication skills, including a capacity to develop constructive relationships with other members of the College community.
- Be an effective team member, working collaboratively with the Director and other staff.
- Demonstrate a reflective approach to professional practice and support colleagues through mentoring, advice and example.
- Demonstrate an ability to use a range of teaching practices, technologies and resources to engage students in effective learning.
- Demonstrate a commitment to on-going Professional Learning.