



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of
**Vocational Major
Coordinator**

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Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation.

We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

Our Values

Our Christian Foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.



Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse.

Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.



Position Overview

Position Title	Vocational Major Coordinator
Campus:	Yirramboi
Reports to:	Head of Learning Senior School and the VCE Coordinator
Time Fraction:	0.13 FTE Leadership – 0.87 FTE Teaching
Tenure:	Position is a 2-year contract, with ongoing tenure at the College as a teacher
Effective date:	1 February, 2024

Position Summary

Overnewton Anglican Community College is seeking a dedicated and passionate individual to join our team as a VCE Vocational Major Coordinator. The successful candidate will be an inspirational and creative educator, committed to supporting students on their academic journey.

Position Relationships

- Director of Teaching and Learning
- Deputy Principals/Heads of Campus
- Head of Senior School
- Senior School Leadership Team
- Head of Learning Senior School
- Head of Learning Development and Support
- College and Campus Administration staff
- VCE Coordinator



Key Responsibilities

The Position Title is responsible for the strategic and operational leadership of the:

- Lead the development, documentation, and implementation of the VCE Vocational Major curriculum for Years 11-12, ensuring compliance with VCAA requirements and clear delivery of the applied learning model.
- Establish and maintain partnerships with TAFE, registered training organisations (RTOs), local industry/workplaces, and represent the College in appropriate regional networks and Brimbank VET cluster meetings.
- Work closely with the Career Development Team to provide advice to students, parents, and staff regarding VCE Vocational Major pathways to facilitate informed decision-making.
- Support students in securing appropriate work placements, assisting with required documentation, and coordinating workplace visits for students undertaking structured workplace learning as part of their VCE Vocational Major qualification.
- Supervise and monitor the progress of VCE Vocational Major students, ensuring early identification of those at risk.
- Foster continuous improvement in pedagogy, assessment practices, and differentiation in the VCE Vocational Major curriculum.
- Lead a team of Vocational Major teachers, promoting collaboration, integrated curriculum and professional learning.
- Support the professional growth and capacity building of teachers in the learning area, providing feedback to strengthen their development.



Key Selection Criteria

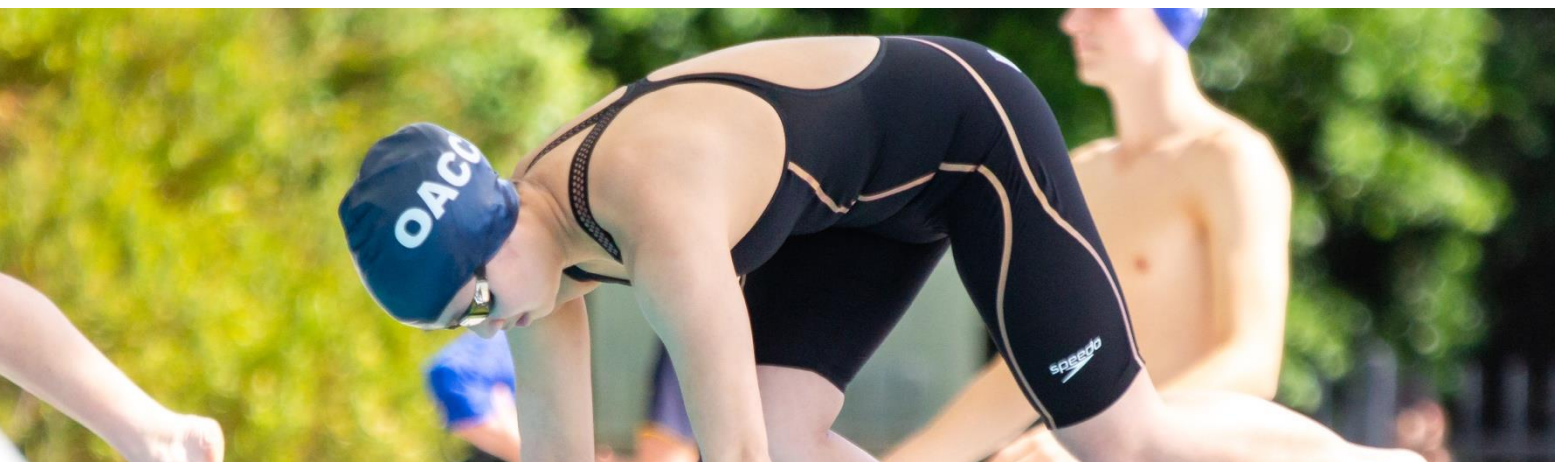
- Committed to the values and ethos of Overnewton Anglican Community College.
- Successful teaching experience and a demonstrated capacity to initiate improvements in teaching, learning, and classroom practice.
- Ability to develop positive relationships with staff, students, parents, and the wider community.
- Collaborative mindset and proven ability to work effectively in a team environment.
- Strong organizational and resource management skills to support the educational programs of the school.
- Excellent interpersonal and communication skills, with the ability to engage with individuals from diverse backgrounds.
- Demonstrated administrative capabilities and proficiency in planning and prioritising responsibilities;
- In line with our Christian ethos all appointed Educators must be able to teach Religious and Ethical Vocational Education for the year levels that they are appointed to teach core or specialist subjects;
- Ability to adapt to changing priorities, meet deadlines, and thrive in a fast-paced environment.

Relevant Skills, Knowledge and Experiences

- Exemplary skills as a teacher of Senior School students.
- Exemplary knowledge of the VCE VM curriculum.
- Ongoing commitment to professional learning in the current theories and methodologies in academic performance and student wellbeing.
- Bachelor of Education, Diploma of Education or equivalent.
- Relevant qualifications at Masters level will be highly regarded.

Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton College is an equal opportunity employer and enforces nondiscrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.



Application and Selection Process

Application Process

Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:

- A brief cover letter of no more than one page;
- A CV, of no more than 5 pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- A candidate statement, of no more than 2 pages, which summarises your educational philosophy and experience relevant to the key responsibilities of the role;
- The contact details of three referees, one of whom should be your current line manager.

Note that referees will not be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first round interviews conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions can be discussed with the Director of Human Resources.

simone.lambert@overnewton.vic.edu.au

Applications will be processed upon receipt.

Closing date for applications: 29 September 2023.

