## Mildura Senior College (MSC) Education Support Class Position Description Workplace Transition Coordinator

### Job Details

<table>
<thead>
<tr>
<th>Occupant:</th>
<th>Vacant</th>
<th>Time Fraction:</th>
<th>1.0</th>
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</thead>
<tbody>
<tr>
<td>Location:</td>
<td>Careers Office</td>
<td></td>
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<tr>
<td>Classification:</td>
<td>ES1-3</td>
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<tr>
<td>ROL Reference:</td>
<td>1038259</td>
<td>Employment Type:</td>
<td>Fixed Term (1 year)</td>
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</tbody>
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| Responsible to: | This position has line management responsibilities to the Principal but on a day to day basis is accountable to the Assistant Principal – Student Transitions. |
| Employment Conditions: | Education Support Class staff are employed and are subject to the conditions of the Victorian Government Schools Agreement 2013. Information about DET’s operations and employment conditions can be obtained from the following websites: [www.education.vic.gov.au](http://www.education.vic.gov.au) and [www.education.vic.gov.au/hrweb](http://www.education.vic.gov.au/hrweb). |
| Hours of Work: | As specified Victorian Government Schools Agreement 2013, Attendance (5) (a) (i) An education support class employees will be in attendance for a minimum of 7.6 hours daily between 8am and 6pm from Monday to Friday. |

### Additional Attendance Requirements

This position has a 10 day purchased leave requirement and the incumbent is required for attendance during the Term 3 School Holiday Period each year.

Any additional hours worked are subject to the MSC’s ES TOIL Policy.

### Responsibilities and Dimensions of Work


Extract:
Range 3 is distinguished by the introduction of management responsibility and accountability for the delivery of professional support services. The role will usually impact beyond the work area or professional field.

The provision of business management responsibilities becomes a feature at range 3. Management of staff to achieve the expected outcomes is a key responsibility.
**Role**

The Workplace Transition Co-ordinator is responsible for the following:

**Transition:**
- Work with the leadership team of the College with students at risk of disengaging providing counselling and links with local training and employment providers.
- Provide direction to students in relation to transition, employment and engagement options.
- Provide opportunities for students to connect to relevant support and employment agencies i.e. MGT and Madec.
- Through the Pathways Program and the College Pathways & Transition Program provide support for students to transition effectively out of the College.
- Establish, maintain and promote a wide range of partnership opportunities for students, the school and industry.
- Explore opportunities to build mutually beneficial partnerships with relevant industry bodies and local businesses.

**Structured Work Place Learning (SWL):**
- Provide direction to students in relation to SWL options.
- Co-ordinate Structured Workplace Learning and work experience for MSC student requirements.
- Work directly with the VCAL Coordinator to facilitate the College’s SWL program for VCAL students.
- Support teachers to ensure all requirements and regulations for SWL are met.

**Careers:**
- Providing general careers counselling to current and potential students and parents who seek information in regard to careers pathways such as tertiary course options, apprenticeships, subject prerequisites and scholarships.
- Provide appropriate input into the deliberations of the Transitions and Pathways team to ensure the college’s student pathways goals, priorities, policies and strategic plans are met.
- Facilitating the professional development of college staff on careers and tertiary related aspects and the development of individual pathway plans for all students.
- Providing support to school events such as Open Day, Transition, and Enrolment Evenings.

**General:**
- Attend and participate in ES general staff meetings, ES team leader meetings and Transition & Pathways team meetings.
- Participate in the College’s performance and development processes in line with DET requirements and actively seek and participate in professional development subject to MSC P&D guidelines.
- General duties as directed by the Principal within the requirements of ES1-3 dimensions of work as listed in the Victorian Government Schools Agreement 2013.

**Selection Criteria**

1. Demonstrated ability to provide careers counselling to individual students and parents and provide careers information to staff and the wider college community.
2. Demonstrated ability to liaise effectively with larger stakeholder groups that support young people and their transition from School to Work.
3. Demonstrated ability to assist young people through the use of case management, goal setting, coaching, developing plans and like programs.
4. Demonstrated high level of oral and written communication skills.
5. Demonstrated ability to work effectively and collaboratively within teams.
6. Demonstrated commitment to professional learning and growth of both self and others.
### Mildura Senior College Values

Respect, Resilience, Responsibility, Independence and Success

### EEO & OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognised that the provision of family friendly, supportive, safe and harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.