



Vocational Pathways Coordinator Position

Title	Vocational Pathways Coordinator
Location	TAFE Campus (Block F), 29 Windemere Road, Alexandra Hills, Queensland
Employment Type	Part-time (2 days per week) During term time and student free days
Starting Date	2pm, Monday 25 January 2021
Remuneration	Part-time 2 days, during term time and student free days (Actual salary \$23,779 to \$25,212)
Reports To	Principal
Applications Close	Friday, 15 January 2021

OUR ORGANISATION

The Sycamore School is an independent school for young people on the Autism Spectrum. Catering for students from Prep to Year 10 it focuses on improving life quality outcomes through specialist education.

The school provides safe and inclusive, autism-friendly learning using a strengths-based approach, innovative ways of teaching, evidence-informed strategies, and the Australian Curriculum. The school provides a positive learning environment which is enhanced by quality teaching to assist each young person on their educational journey.

The Sycamore School is a place of celebration providing each young person with a spectrum of choice and opportunities to build independence to advocate for themselves and reach their potential.

OUR VISION

To improve life outcomes for people on the autism spectrum.

OUR MISSION

The Sycamore School provides specialist support and education to people on the autism spectrum, their care networks, and the community.

OUR VALUES

We are:

- Respectful – We value all perspectives
- Kind – We are selfless and giving
- Accepting – We value uniqueness
- Brave – We face our challenges with conviction
- Creative – We think outside the box

- Patient – We accept that some things are difficult before they become easy.

YOUR OPPORTUNITY

The Sycamore School is seeking a focused, enthusiastic, and creative Vocational Pathways Coordinator who will:

- Provide administrative career information, advice, education, guidance, and counselling to assist students to make the best possible educational, training, and employment choices
- Provide an effective Pathways Program, inclusive of both Careers Education and Workplace Learning Programs, working in collaboration with pastoral and curriculum staff

The Vocational Pathways Coordinator reports to the school Principal or nominated delegate.

THE ROLE

You will have responsibility for leading and supporting the following activities and undertaking the following key tasks, including but not limited to:

- Promote the mission of the School through a Vocational Pathways Program, inclusive of Careers Education and Workplace learning, aligning with the ethos and strategic goals of The Sycamore School.
- Interview students in small groups or individually to ascertain their interests, strengths, and possible pathways.
- Coordinate work experience placements.
- Run workshops, aimed at improving resume writing skills, job search strategies and other relevant topics.
- Oversee and assist with student application processes for further education. Develop effective partnerships with further education institutions.
- Keep up to date with further education provisions such as TAFE and VET, including entry requirements and processes.
- Develop, organise, select, and manage relevant and current careers and pathways information and resources for students, staff, and parents.
- Coordinate school – based apprenticeships and traineeships.

The Vocational Pathways Coordinator will embody the following:

- Awareness of personal strengths, weaknesses, and passions
- Has integrity, moral purpose, values, and beliefs
- Strive to materialise the organisations vision
- Ethical approach to practice
- Support a culture of success
- Foster inquiry and reflection among staff
- Support a collaborative culture among all staff, seeks opportunities for collaboration
- Seek best practice outcomes
- Support partnerships with parents, staff, students, and external organisations within the school
- Respond to feedback
- Value diversity

Qualifications and Expertise

- Excellent written and verbal communication skills.
- Ability to present materials to diverse audiences.
- Excellent report writing skills - ability to write, edit, and review documents for internal and external audiences.
- Excellent time management and organisation skills.
- Ability to multi-task and prioritise.

- Strong computer skills including Microsoft Office IT (Word, Excel, PowerPoint).
- Possess or be eligible for a positive Working with Children Check.
- Knowledge of current legislation as it applies to VET, work experience and Careers.

SELECTION CRITERIA

Please address each of these selection criteria in a paragraph of no longer than 400 words per criteria.

Organisational Skills e.g. Demonstrated ability to work autonomously, time management, planning and record keeping

Communication e.g. Written skills, interpersonal and relationship skills

Team Member e.g. Previous team experience

Personal Characteristics and Experiences e.g. What would you bring to The Sycamore School?

APPLICATIONS

- Applications to be addressed to the Principal and emailed to info@sycamore.qld.edu.au

Applications should include:

- 1-page application letter
- 2-Page Curriculum Vitae (CV) including two referees, with contact details. *Please include a referee from current **and** previous place of employment.*
- Up to 2-Page response to the selection criteria.