



**KINGSWAY**  
CHRISTIAN COLLEGE

## **POSITION DESCRIPTION VOCATIONAL EDUCATION AND TRAINING (VET) / CAREERS COORDINATOR**

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### **Document Control and Change History.**

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CHRISTIAN COLLEGE

## POSITION DESCRIPTION VET/CAREERS COORDINATOR

### Section 1. School Identification

Kingsway Christian College (governed by the Kingsway Christian Education Association (KCEA) Inc.)

### Section 2. Mission, Vision and Values

Kingsway Christian College is a co-educational non-denominational Christian day school with approx. 1400 students enrolled in K-12. The College has a friendly professional team of staff, modern facilities and attractive employment conditions.

The College has in place organisational Mission, Vision and Values which reflect the strategic directions of the College governing body, the Kingsway Christian Education Association (KCEA) Inc.

At Kingsway, we support and nurture our students so they can excel in their education, strive for excellence and develop their individual character. The College campus technology and infrastructure is designed to support creativity and innovation.

The College is fully committed to the protection of children, and to this end has in place policies and procedures for the recruitment and screening of staff, suitable to work with children and young people, who meet the selection criteria. The Kingsway campus is free of alcohol, illegal drugs and tobacco.

Kingsway provides a supportive environment for staff and is committed to staff health and well-being through various initiatives including a Wellness Program, incorporating an Employee Assistance Program.

Kingsway Christian College thrives on bringing out the best in its people who go on to influence the world around, for the glory of God.

### Section 3. The Position

#### Title:

Vocational Education & Training (VET) / Careers Coordinator

#### Workload and Tenure:

0.4FTE Administrative allowance plus up to 0.6FTE teaching load, commencing term 1, 2026. Permanent position, subject to the satisfactory completion of a 6 month probationary period, to a standard acceptable to the College.

### Section 4. Remuneration Terms and Conditions

KCEA Inc. Teachers Enterprise Bargaining Agreement 2014-2017.

### Section 5. Reporting

Overall responsibility for the College lies with the Principal supported by the Senior Leadership Team comprising the positions of Director of Corporate Services, Dean of Secondary, Dean of Primary, Dean of Christian Formation, Director of Community Engagement and Director of Information Technology.

The VET/Careers Coordinator position reports to the Associate Dean of Secondary.

### Section 6. Responsibilities and Duties

#### Overview

The role of the VET/Careers Coordinator is to establish and oversee the delivery of VET programmes according to staff skills and College resources, in collaboration with the Associate Dean of Secondary, Heads of Learning Areas and teaching staff. The VET/Careers Coordinator facilitates collaboration with parents,

business and industry, post-secondary institutions, Registered Training Organisations (RTO) and community organisations to support students' transition to post-secondary education and employment.

The VET/Careers Coordinator supports students to identify their career pathways, provide counselling advice and other required information to allow them to make informed decisions as they enter their final years of schooling at Kingsway Christian College.

As a member of the Secondary Management Team, the VET/Careers Coordinator will be expected to contribute to the overall strategic direction of our school.

### **Christian Values**

This position requires you to demonstrate an active Christian life and an active involvement with a local church and be committed to the Christian vision of the College by:

- Celebrating and enjoying being a Christian and being part of a Christian community;
- Modelling Christian behaviour, practices and beliefs;
- Building cooperative and supportive relationships with staff, students and parents;
- Striving for excellence in performance and participation;
- Always acting in the best interests of the College, the Association and its ethos.

### **Key Responsibilities**

#### **1. VET programme**

- 1.1 Maintain effective functioning of the VET Programme, including School Based Traineeships and external VET qualifications;
- 1.2 Source appropriate off-campus VET and RTO opportunities for students;
- 1.3 In consultation with the Associate Dean of Secondary, identify and counsel prospective VET programme students and their parents;
- 1.4 Manage enrolments and monitor student progress in VET units of competency and qualifications;
- 1.5 Oversee the Unique Student Identifier (USI) process, including the process implementation, communication with parents, and storage of numbers until end of Year 12;
- 1.6 Where necessary, inform the Associate Dean of Secondary if competencies and certification completion requirements are not being met;
- 1.7 Support staff delivering VET courses to ensure records are maintained in line with RTO expectations;
- 1.8 Ensure VET competencies are ready for upload, for administrative staff to complete;
- 1.9 Coordinate with external RTOs and training providers to ensure accurate data management and quality resources are made available to staff and students;
- 1.10 Liaise with external parties governing School Based Traineeships, including the Department of Training & Workforce Development (DTWD) and Apprenticeship Support Australia (ASA);
- 1.11 Coordinate the preparation of documentation for claiming incentives and funding from ASA, DTWD and AISWA, ensuring all necessary documentation is complete for the incentive claims;
- 1.12 Promote the VET programme amongst the College and wider community, including College marketing events and Open Night.

#### **2. Careers Programme**

- 2.1 In consultation with the Associate Dean of Secondary, provide information, advice, counselling and support to students and their families on career related topics including career pathways, tertiary selection procedures (courses and subjects), tertiary applications (TISC), tertiary institution open days, transition from school to work or further study;
- 2.2 Organise career events to provide timely and appropriate information to students, parents and staff, in liaison with the Dean and Associate Dean, and external community resources;
- 2.3 Coordinate the pathway planning of students as required;

- 2.4 Liaise with employers to organise work experience opportunities for Year 10 students;
  - 2.5 Work with the Associate Dean of Secondary to design and implement a careers education programme for students to:
    - Assist students with job search and application skills;
    - Assist students to find apprenticeships and traineeships;
    - Keep abreast of changes to the vocational training sector.
  - 2.6 Maintain and develop career resources and a careers library accessible to students;
  - 2.7 Oversee (promote and supervise) Work Placement for Year 11 & 12 students as required;
  - 2.8 Assist students to find apprenticeships and traineeships, keeping abreast of changes to the vocational training sector;
  - 2.9 In conjunction with the Heads of Students 11-12 arrange an annual series of speakers, including ex-students, representatives from industry, tertiary education, unions and other relevant personnel;
  - 2.10 Keep informed and advise Associate Dean of Secondary on changes in Government policy relevant to student careers;
  - 2.11 Attend appropriate career development events to increase / maintain accurate and up to date knowledge of SCSA WACE requirements, University and TAFE entrance requirements, industry area knowledge and future trends and developments, reporting any changes to the Secondary Dean and Associate Dean.
- 3. Teaching Staff Support**
- 3.1 Ensure teaching staff are aware of appropriate professional development opportunities for currency and delivery of VET courses;
  - 3.2 Advise and support teaching staff with effective strategies in the delivery of the Careers Programme, including making them aware of appropriate PD opportunities.
- 4. General Duties**
- 4.1 Liaise with the Dean of Secondary, Associate Dean of Secondary and other staff with respect to all matters relating to the VET and Careers Programme as required;
  - 4.2 Identify excursion opportunities related to VET courses and the Careers Programme;
  - 4.3 Prepare regular Newsletter articles and material for College publications to promote the VET and Careers Programmes, including the annual Chronicle;
  - 4.4 Ensure that all communication regarding VET/ Careers conforms to College guidelines and is of the highest standard;
  - 4.5 Actively contribute to and attend all official functions of the College, including parent evenings, Graduation Evening, Presentation Evening etc.
- 5. Administrative**
- 5.1 Within guidelines provided by the Dean of Secondary, provide the Director of Corporate Services with a suggested annual budget request for the VET and Careers programmes (e.g. RTO fees etc.); manage the cost centre; adhere to all ordering and other policies and procedures; maintain expenditure within the budget as established;
  - 5.2 Manage and maintain appropriate records relative to this position;
  - 5.3 Provide timely and regular reports on the activities undertaken to achieve the outcomes required of this appointment.
- 6. Training / professional development**
- 6.1 Maintain professional membership relative to the position;
  - 6.2 Participate in professional development as approved by the Associate Dean of Secondary and/or their delegate.
- 7. Other Duties**
- 7.1 Attend VET meetings, before and after school meetings of various Committees, the Secondary Management Team and of the Secondary staff, as required;

## Section 7. Selection Criteria

### Pre-requisites

1. Current registration with the Teacher Registration Board of Western Australia (TRBWA).
2. Working With Children Check clearance.
3. Satisfactory Department of Education Criminal History Clearance no more than 3 months old.
4. Written reference from Church Pastor/Minister.
5. Legally entitled to work in Australia with proof of Australian Birth, Citizenship or residency visa details.
6. Personal faith and commitment to the Lord Jesus Christ including regular church attendance and a lifestyle consistent with the expectations of Christian faith.
7. Supportive of the aims, principles and tenets of Kingsway Christian Education Association Inc. at Kingsway Christian College.

### Essential

1. Hold academic teaching qualifications that meet the Department of Education requirements for a Secondary school teacher, delivering the Western Australian Curriculum.
2. Demonstrate a commitment to personal growth, education and welfare of students.
3. Able to be self-motivated to achieve objectives within timeframes and deadlines.
4. Be an innovative, resourceful and enthusiastic teacher and leader.
5. Able to demonstrate well-developed interpersonal, verbal and written communication and conflict resolution skills in interactions with all levels of the College community, including parents, students and staff.
6. Demonstrate familiarity with a variety of teaching and learning strategies to meet students' needs and course objectives.
7. Demonstrate the ability to function and work collaboratively as a member of a Secondary school faculty and with other staff members.
8. Have an understanding of Christian Education.
9. Have a range of professional strengths, abilities and interests, able to enhance the learning programme.
10. Able and willing to be involved in the extra-curricular activities offered in the College.

### Desirable

1. Proven experience as a VET / Careers Coordinator.
2. Hold or have the ability to obtain a Certificate IV in Training and Assessment.

## Section 8. Application Process

### Applications must include the following:

- Teacher Application Form
- Responses to the selection criteria
- A detailed CV
- Letter of reference from your current Pastor.

The application form and full details of this position are available on the College [website](#) or by contacting HR on 9302 8777 or [HR@kcc.wa.edu.au](mailto:HR@kcc.wa.edu.au).

**Applications Close: 12 noon, Monday 8 December 2025**

**Peter Burton**  
**Principal**