



## VOCATIONAL MAJOR ASSISTANT

Reports to	Director of Vocational Pathways
Department	Vocational Pathways
Classification	Education Support Employee Category C (CEMEA 2022)
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## ROLE DESCRIPTION

The Vocational Pathways Assistant assists the Vocational Pathways staff to facilitate the education programs for students completing the VCE Vocational Major, Vocational Pathways Certificate and the Vocational Pathways Program.

## CHILD SAFETY

At Salesian College Sunbury, we prioritize the safety and wellbeing of our students. Protecting students is the responsibility of everyone who is employed by the College in child-related work. Our commitment to child safety is reflected in our policies and procedures, which can be found on our Child Safety website page. All staff are required to comply with our Child Safety Code of Conduct Policy. Where any staff member breaches any of the School's policies or codes of conduct, the College will take appropriate action.

## EDUCATION IN FAITH

The role involves actively supporting and engaging in the College's faith life, aligning with its Mission Statement and ethos, and fostering personal growth. It also entails helping staff and students cultivate a sense of belonging through rituals and celebrations, promoting relationships with each other, God, and the community. Inspiring the Salesian charism within the College community and fostering a culture of service based in Salesian values is crucial. Additionally, implementing a Salesian pedagogy centred on learning through relationships, presence, reason, religion, and loving-kindness is essential.

## RESPONSIBILITIES

Performing basic administrative and clerical duties by:

- Photocopying and preparing resources as required by Director
- Filing and organising resources
- Assisting with controlling resources and stock by sourcing prices for supplies, compiling stock orders, and following up on delayed orders
- Purchasing materials as required (e.g. Lincraft, Bunnings, Coles etc) for projects
- Assisting with incursions and excursions
- Assisting with small groups in class when completing projects
- Work Placement follow up with students (completing their paperwork)
- Updating the Health & Safety register (MSDS)
- Dispersing TAFE Information, and
- Updating the Vocational Pathways board with photos and required information
- Assisting with keeping kitchens, prep and storage areas clean and maintained to a hygienically safe and presentable standard at the end of the last class of the day.
- Assist with any minor upkeep of equipment.

Operating and maintaining specialist and general equipment in the Department by:

- Cleaning and organising the work areas and equipment for lessons as required
- Generally maintaining F-block storeroom, A-Frame classroom, classroom shelves and other equipment



- Taking an inventory and audit of equipment at least once every semester
- Maintain equipment to ensure safety of all students
- Assisting with displays, assemblies, presentations, online publications, and
- Maintaining and organising student work.

Preparing, storing and ordering relevant resources and stock for use by students in classes by:

- Clearing resources used by classes and placing in appropriate storage
- Tidying equipment, and setting up projects for classes as required
- Checking the availability and access to all resources that are used daily
- Regularly checking stock levels, and alerting when supplies need to be reordered
- Unpacking orders and checking contents against invoices as they are delivered
- Creating and maintaining a chemical registry containing MSD Sheets and safe practice guides whilst using chemical-based equipment, and
- Ensuring general stock, materials and equipment are stored securely and appropriately.

Assisting in the preparation and organisation of special events, assessment and projects in the Department by:

- Managing the Coffee Van
- Assisting with publications ie. daily bulletins, newsletters, online publications
- Assisting in the processes of setting up and taking down equipment and displays for special projects and events
- Assisting in the organisation and preparation for events such as Assemblies, Salesian College Sunbury's Rupo Harvest, Subject Selection evening
- Assisting with the chickens, and
- Supervising catch-up sessions for students with non-submissions.

#### **Other**

- Contribute to a healthy and safe environment for yourself and others and comply with all safe work policies and procedures
- Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal
- Demonstrate professional and collegiate relationships with colleagues
- Other duties as directed by the Principal

## **SELECTION CRITERIA**

Applicants should be able to demonstrate:

1. Familiarity with the Salesian Tradition and its guiding principles.
2. Outstanding organisation and attention to detail.
3. Strong interpersonal and communication skills and the ability to work effectively with a wide range of internal and external stakeholders.
4. Demonstrated ability to work independently and collaboratively and facilitate dynamic teamwork.
5. Ability to manage multiple projects and competing deadlines in a busy, fast-paced environment.
6. Commitment to ongoing personal and professional growth.

## **QUALIFICATIONS**

- Working with Children Check card and a National Police Record Check.

The Salesian College Sunbury community is committed to promoting the safety, wellbeing and inclusion of all students.