



Applied Learning Coordinator

Title	Applied Learning Coordinator
Classification	Full Time (Ongoing) – Teaching
Tenure	3 Year Position of Leadership (2027 – 2029)
POL Level	POL 2
Time Release	8 x 70-minute periods
Category	Teaching Staff
Key Reports	Deputy Principal Learning and Teaching Director of Senior Pathways Director of Curriculum and Pedagogy Director of Learning Diversity
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Curriculum Leadership Team

Purpose of the Position

The Applied Learning Coordinator will be an expert reference for staff, students and families in the delivery of the Victorian Certificate of Education Vocational Major (VCEVM) and the Vocational Pathways Program (VPP). The Coordinator will possess a thorough understanding of VCEVM curriculum requirements, applied learning pedagogy and VCAA compliance expectations, ensuring that programs are delivered accurately, efficiently and in alignment with College policies and sector requirements. Working closely with the Director of Senior Pathways, the Coordinator will support the day-to-day delivery of applied learning programs, including assessment processes, Structured Workplace Learning arrangements, transition activities and the maintenance of accurate documentation.

The Applied Learning Coordinator will serve as the initial point of contact for VCEVM and VPP matters, assisting teachers, students and families to resolve curriculum, assessment, engagement and pathway concerns in a timely and professional manner. The role will promote high-quality applied learning practice by supporting teachers to implement hands-on, authentic and community-connected learning experiences, while monitoring student progress to ensure every learner is supported to successfully complete their pathway.

As a member of the College staff, the Applied Learning Coordinator will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Applied Learning Coordinator will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

Key Contacts

- Director of Senior Pathways
- Head of School – Senior
- Learning Area Leaders
- Year Level Leaders
- VASS Coordinator.



Key Roles and Responsibilities

The Applied Learning Coordinator will be responsible for:

Program Delivery and Compliance

- Ensuring VCEVM and VPP delivery complies with all VCAA, Victorian Curriculum 2.0 and College requirements
- coordinating accurate VASS processes with the VASS Coordinator, including enrolments, results, eligibility checks and administrative deadlines
- maintaining up-to-date VCEVM documentation including course guides, handbooks and assessment information
- overseeing assessment integrity including authentication, SAC rescheduling, moderation and cross-marking.

Applied Learning Pedagogy and Teacher Support

- Supporting teachers to implement applied learning pedagogy including hands-on, project-based and community-based learning
- providing guidance to VCEVM teachers on curriculum updates, assessment expectations and VCAA Study Design changes
- leading VCEVM professional learning and supporting staff preparing for audits.

Student Pathways, Monitoring and Support

- Supporting VCEVM and VPP students with program requirements, progress monitoring and certificate completion
- monitoring attendance, engagement and achievement and initiating follow-up with students, staff and families
- managing special provisions and assessment adjustments including redemptions, derived scores and review panels
- overseeing VCEVM subject changes and supporting appropriate subject selection.

Structured Workplace Learning and Offsite Programs

- Coordinating Structured Workplace Learning including employer liaison, safety documentation and monitoring student progress
- ensuring safe and compliant offsite learning arrangements including work placement and industry experiences.

Year 10 VPP and Transition Pathways

- Supporting Year 10 VPP delivery and monitoring student readiness for senior applied learning pathways
- identifying potential VCEVM candidates in collaboration with Year Level Leaders and the Head of School – Senior
- leading VCEVM transition activities including commencement days and Headstart.



Industry, Community and Stakeholder Engagement

- Building and maintaining industry and community partnerships to support SWL and applied learning opportunities
- liaising with external senior secondary bodies on behalf of students and staff
- engaging families through information evenings and ongoing communication about vocational pathways.

Administration, Meetings and Coordination

- Chairing VCEVM staff meetings and ensuring timely communication of decisions and updates.
- developing VCEVM calendars including assessment schedules and VCAA key dates.
- supporting internal and external exam processes including GAT, trial exams and VCAA examinations.
- maintaining accurate student records and ensuring documentation is complete for audits and compliance.

General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

Experience, Knowledge and Skills

- Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement and high expectations in student learning outcomes.
- Model best teaching and learning practice and demonstrate a commitment to achieving excellence
- Actively support Curriculum Leadership Team, Learning and Teaching Team, School Improvement Plan, Annual Action Plan and MACS initiatives
- Align with the Vision for Instruction
- Make recommendations and contribute to Curriculum Leadership Team discussions
- Analyse learning and teaching programs at Year 7-12 and submit and review annual course submissions
- Support a culture of excellence by acknowledging student achievement and excellence.
- Provide leadership in and contribute to developing staff capacity in ICT and digital learning and literacy, including modelling exemplar practice.
- Contribute to curriculum policy review and creation, as recommended by the policy review schedule
- Communicate and lead Learning Area initiatives by sharing them with stakeholders (eg via communal homerooms with students, morning briefings with staff and the newsletter with parents/carers)
- Contribute to the College transition process including transition assemblies, course advisor's workshops, course advice days and parent information nights.
- Other duties as required by the Principal.



Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
2. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
3. A clear vision for the development of the VCEVM and VPP
4. An ability to work collaboratively and facilitate dynamic teamwork
5. Demonstrated capacity to coordinate VCEVM and Year 10 equivalent delivery with accuracy and efficiency, ensuring compliance, effective assessment processes, Structured Workplace Learning arrangements and timely support for students, staff and families
6. Demonstrated ability to support high-quality applied learning practice by assisting teachers to implement hands-on, authentic learning experiences
7. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.