



# Serpentine Jarrahdale Grammar School

Integrity Humility Community

## VET Coordinator

Full time,  
Commencing Term 1, 2018  
Ongoing appointment

Serpentine Jarrahdale Grammar School is a growing Pre-Kindergarten to Year 12, Independent Christian co-educational school in the Anglican tradition located in Mundijong.

Our aim is to build a sense of belonging with the necessary frameworks to allow our students to feel valued and included in all facets of learning.

We are looking for a suitably qualified, highly motivated and enthusiastic VET Coordinator.

### **Selection Criteria:**

The successful candidate will be able to:

- Teach HASS (0.4 - 0.5FTE)
- Establish and set up workplace learning and work experience opportunities for students
- Workplace learning and work experience visits and audits (as required)
- Working with students to develop their workplace log books and workplace skills
- Coordinate the accurate recording of VET data (students, RTO's Courses and units of competency) for uploading to SCSA and RTO's
- Liaise with RTO's for the delivery of on-campus VET
- Advocate with staff delivering VET courses the development of their own portfolio.
- Through the Head of Secondary School, assist in the coordinating of staff to ensure they hold the required training and qualification to deliver on-campus VET.
- Work co-operatively in a team environment, and
- Support the Christian ethos of the school

SJGS prioritises the safety, welfare and wellbeing of children and young people, and expects staff and volunteers to share this commitment.

### **Highly desirable:**

Experience in a similar position.

For additional information regarding the position, please contact Mr Mike Jenzen, Deputy Principal on 08 9526 5000.

### **Applications:**

If you are interested in applying for this position, please include the following:

- Completed SJGS application form
- A written statement outlining your reasons for applying and addressing the selection criteria
- Current Resume of Curriculum Vitae
- Academic transcripts

- TRBWA Registration Number
- Working with Children Qualification
- Evidence of Australian work rights (Australian birth certificate, Australian passport, Australian citizenship or Australian work rights visa)
- Statement of service

Applications close 12 noon Monday 16 October 2017 and should be addressed to the Principal, Patricia Rodrigues and may be emailed to [principal@sigs.wa.edu.au](mailto:principal@sigs.wa.edu.au)

For more general information contact:

Mrs Kim Chappell

Personal Assistant to the Principal

9526 5009

[kchappell@sigs.wa.edu.au](mailto:kchappell@sigs.wa.edu.au)

**Serpentine Jarrahdale Grammar School**

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