

## Workplace Learning Support Officer

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Company: Kinross College

Location: Kinross

Category: other-general

Independent Public School - North Metropolitan Education Region Kinross College  
Workplace Learning Support Officer 00044003 Level 2, \$66,449 - \$71,191 per annum  
(DOE (SSO) CA 2022)

**Advertised Vacancy Number: IPS/SS855222**

**This is a permanent full-time position commencing Term 1, 2024**

Kinross College is seeking a Workplace Learning Support Officer to join our dynamic team in supporting the Futures Coordinator.

The Workplace Learning Support Officer is responsible for assisting in the coordination of the Workplace Learning (WPL) program within the school which includes preparation, receipt and uploading of WPL documentation, liaising with external organisations (such as Western Workplace Learning) and businesses, liaising with staff, communication with students and parents, assist in monitoring student progress, checking student logbooks, and reviewing skills journals.

The role supports our Futures Coordinator in the coordination of workplace opportunities for students that align with their career aspirations.

The successful applicant should be well organised and possess excellent written, oral and interpersonal communication skills and able to assist staff and students within all documentation and questions surrounding students work experience placements.

As a school community we want Kinross College to be the very best, striving to ensure that

every student is a successful student. All staff are committed to helping students reach their full potential through the development of a curriculum that caters for the needs of individuals as well as groups. Our behaviour management policy and the strategies we employ to teach, manage and engage students ensure the learning environment is safe, welcoming and suitably challenging.

Kinross College prides itself on its strong pastoral care ethos, commitment to our students' academic, social and emotional needs. This is supported by our excellent facilities and resources and a dynamic Student Services Team consisting of Student Services Managers, Year Co-ordinators, Chaplain, School Psychologist, Student Support Officer and School Nurse. Our incoming Year 7 students undertake a special transition program that ensures that all students see the school as a safe space and students and parents enjoy meeting with the large support team that caters for the well-being of the Year 7s. Our Information Access centre, where our well-resourced Library is located, is also the hub of the school where students can relax and read, use computers or play quiet indoor games within a safe and caring environment.

Including our core curriculum, Kinross College offers a diverse range of Elective subjects encouraging students to consider options such as Aviation, Languages Other Than English (LOTE), where we offer French, Italian and Auslan. Media and Photography, Information Technology, Design and Technology, Food Technology, Textiles/Sewing and Child Studies, Specialist Drama, Art and Music programs and a wide range of Physical Education, which includes aquatic sports and specialised Soccer, Netball and Basketball programs.

This selection process will initially be used to fill the above vacancy. Applicants assessed as suitable during this selection process may be considered for other similar vacancies that occur throughout our school for up to 12 months following this initial appointment. This includes circumstances where this position becomes subsequently vacant should the successful applicant decline or vacate the advertised position.

To be suitable for this role, you will need to demonstrate the following work related requirements (selection criteria):

Good verbal and written communication skills, including application of customer service principles and practices.

Interpersonal skills and the ability to work unsupervised and in a team environment.

Ability in using computers and a range of application software packages, particularly databases, spreadsheets and word processing.

Effective planning and organisational skills and experience in providing administrative support.

Applications will be assessed against these work related (selection criteria) of the position. The business needs of the school may also be considered. It is therefore recommended that you consider all information contained in the advertisement and any other related information before applying for the vacancy.

The Department is an equal opportunity employer and encourages people with disability, Aboriginal and Torres Strait Islander people and persons from culturally diverse backgrounds to apply.

Further information about Kinross College can be found by visiting or .

Additional information about Independent Public Schools is also available

### **For further job related information:**

#### **Application Instructions**

All applications are submitted online. Select "Apply for Job", at either the top or bottom of this screen and follow the instructions on your screen.

Your application should include:

Covering Letter

A four (4) page statement addressing the Work Related Requirements (selection criteria), in context of the role and business needs of the school

A CV of up to three (3) pages outlining your employment history and professional learning summary relevant to this position

The contact details for two (2) work related referees who can attest to the claims made in your written application, preferably one being your current line manager.

It is recommended you have these documents completed and ready to attach before selecting "Apply for Job".

You are asked to complete an online application form and attach your documentation, please allow enough time to complete this process as applications cannot be accepted after the closing date and time.

#### **Eligibility and training requirements**

**Employees will be required to :**

provide evidence of eligibility to work in Australia for the term of the vacancy;

consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment;

obtain or hold a current Working with Children Check;

complete the Department's induction program within three months of commencement;

complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment and every three years thereafter;

complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement;

complete any training specific to this role required by Departmental policy.

The Department applies a four (4) day breach period to this selection process.

**Applications must be submitted before (WST) on Thursday, 9 November 2023**

**APPLICATIONS MUST BE SUBMITTED ONLINE**

**PROFORMA, FAXED, HAND DELIVERED, POSTED, EMAILED AND LATE**

**APPLICATIONS ARE NOT ACCEPTED.**

**ATTACHMENTS: -**

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You can view and print these PDF attachments by downloading .

**WORK TYPE:** Permanent - Full Time **FTE** **LOCATION:** Kinross **CLOSING DATE:** 2023-11-09 4:30 PM

(YYYY-MM-DD) Position Title Workplace Learning Support Officer Agency Department of Education Salary Location Kinross Unit/Division Independent Public School - North Metropolitan Education Region Branch Kinross College Work Type Permanent - Full Time

Position No. 00044003 Closing Date Position Title Workplace Learning Support Officer  
Branch Kinross College Location Kinross Work Type Permanent - Full Time Closing Date  
Salary Agency Department of Education Company Information Description

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