



VCE & VET Coordinator

Reports to:	Deputy Principal: Learning & Teaching.
POL Level:	2
Time Allowance:	6 periods per cycle
Tenure:	2027 -2029

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the VCE & VET Coordinator, are aimed at supporting the growing, learning person: the young women and men whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.



THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young women and men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

OVERVIEW

The College embraces a learning culture where excellence in the spiritual, academic, cultural and co-curricular areas is encouraged, recognised and celebrated. Relationships are the cornerstone of learning at Thomas Carr College and are central to the community's wellbeing.

The VCE & VET Coordinator is responsible for the effective management of all the VCE administration and provision requirements and in supporting the administration of the VET certificates, whilst also assisting in providing student progression guidance in the senior years. The VCE & VET Coordinator is responsible for the effective management of all the VCE administration and provision requirements and in supporting the administration of the VET certificates, whilst also assisting in providing student progression guidance in the senior years. They work closely with the Director of Learning and Growth: Progression, Learning Leader: Applied Learning and the VASS Coordinator.

The VCE & VET Coordinator reports to the Deputy Principal: Learning & Teaching.

KEY RESPONSIBILITIES

LEADING LEARNING AND TEACHING

- Actively support the College's Mission and Vision Statement.
- Foster a culture of excellence by assisting with the implementation of the key strategies identified in the College's School Improvement Plan for Learning and Teaching

Position Description – VCE & VET Coordinator

Reviewed May 2026



focused on strategies to improve VCE student outcomes and opportunities for all students to excel based on their individual learning pathway.

- Oversee the use of student outcomes data at Years 10 to 12 to set goals and targets for improved student learning outcomes, and to design improvement strategies.
- Coordinate the applications for student special provisions with Student Services.
- Liaise with TAFE institutions concerning students' attendance and performance and report this to the Learning Leader: Applied Learning and Director of Learning & Growth: Progression in our School.
- Be available for consultation with staff, students and parents as requested.
- Build networks with other VCE Coordinators to support partnerships for VCE teachers.
- Assist with VCE subject selection processes.
- Assist the Director of Learning and Growth: Progression in liaising with the VCAA regarding individual student enrolments, enrolment problems, assessment and examination results, and general VCE enquiries.
- Support the development and implementation of policies and procedures relevant to student monitoring, assessment and operational aspects of the Victorian Certificate of Education.
- Assist the Director of Learning and Growth: Progression in overseeing the processing of applications regarding rescheduling of outcomes, student appeals and special provision and any breaches of VCAA rules and expectations.
- Assist Learning Leaders and VCE teachers in meeting course audit requirements.
- In collaboration with the Director of Learning and Growth: Progression ensure that staff and students are aware of current VCAA and College VCE requirements including VCE assessment and GAT information to staff and students in a timely manner.
- Be responsive to VCAA policies and procedures and distribute information as appropriate to staff and students in a timely manner.
- Oversee and monitor the administrative requirements of the Victorian Certificate of Education.
- Support the Director of Learning and Growth: Progression with the VASS Coordinator at the College.
- Work in collaboration with the Director of Learning and Growth: Progression and the VASS Coordinator /Student Services to ensure the College fulfils VCAA obligations.
- Provide staff with relevant information relating to general VCE matters and College policies.
- With the Director of Learning and Growth: Progression, coordinate the Assessment and Reporting arrangements for Years 11 and 12 as per VCAA requirements for all VCE subjects offered.
- Assist with the annual reporting process in how teachers assess and monitor student growth, learning progress and achievement.



- Assist with the Assessment and Reporting processes and related strategies to support all students to progress towards and achieve the learning outcomes normally expected for their student cohort, and with the support of the relevant Learning Leaders plan and achieve improvements in those learning outcomes for Years 11 to 12.
- Support Learning Leaders and teachers in the use of student VCE outcomes data to inform goal setting and to design VCE improvement strategies.
- Support the review of assessment practices and processes including the use of data to inform teaching and assessment practices at Years 11 and 12.
- Work in collaboration with the VASS Coordinator/Learning Leader: Applied Learning to ensure the College fulfils VCAA and other related obligations related to the delivery of VCE Vocational Major and Victorian Pathways certificate, and VET.

TEAM ENGAGEMENT

Be an active member of:

- Transition Committee
- Learning and Teaching Team

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

ATTRIBUTES

1. A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
2. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.
3. A clear vision for learning and teaching based on contemporary educational thought and practice.
4. Demonstrated ability to develop and lead within a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation.
5. Proven commitment to ongoing growth as a leader and teacher.
6. Demonstrated excellence in the use of digital technologies in an educational setting.
7. Excellent communication, administrative and organisational skills.



QUALIFICATIONS

- Appropriate tertiary qualifications
- VIT Registration
- CECV Accreditation to Teach in a Catholic School (or working towards)

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.