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| Position title | Head Start Administrator  |
| Position number |  |
| School  |  |
| Classification/Grade | ES1-3  |
| Employment status | Full time (Fixed term 26 June 2026)  |
| Position reports to | Within the Local Government Authority, the applicant expresses interest in  |
| Location | schools.recruitment@education.vic.gov.au |
| Position contact | Hub Director and School Principal  |

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| **ORGANISATIONAL VALUES** |
| **Victorian Public Sector Values**DET employees commit to the public sector values as outlined in Section 7 of the Public Administration Act 2004, DET has adopted these values Dets' Values - PD versionFor more information on the DET’s values, visit: http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx |
| **Role Context** |
| Head Start is a wraparound service provision that powers school-based apprenticeships and traineeships. Head Start aims to improve the outcomes, quality assurance and equitable distribution of opportunities for senior secondary and special education students who undertake school-based apprenticeships and traineeships (SBATs). Head Start also considers middle school students’ preparedness for success in the SBAT program. The Head Start SBATs program was piloted in over 150 schools from 2019 with strong outcomes. The expansion of the program will ensure access to all Victorian government secondary schools, including special schools, and Flexible Learning Options. The program will introduce more rigorous SBAT compliance and monitoring across the system supporting the state’s response to the 2020 Review into Vocational and Applied Learning Pathways in Senior Secondary Schooling (the Firth Review) reform agenda in senior secondary and vocational education. These reforms will collectively support all Victorian secondary students to pursue high-quality and valued vocational pathways aligned to their strengths and interests and to finish schooling with the skills and capabilities they need for success in further education, training, work, and life. The expansion of SBATs will also assist in addressing prioritised skill shortages by providing employers with support and access to school-based apprentices and trainees. The Head Start SBAT program includes flexible delivery of the senior secondary certificate with a strong focus on literacy and numeracy attainment; quality training delivered concurrently with secondary school education; and time on the job to support achievement of competencies.The option to maximise time in employment has proven to support students’ genuine progression through the apprenticeship or traineeship whilst meeting employer requirements. The program provides students with a clear pathway from school into employment with a qualification.  |

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| Role purpose |
| The Head Start Administrator is a professional service provider, delivering a support function that gains cooperation of other program staff or members of the school community to achieve specific program objectives, such as in administration and operations within department or school policy. The administrator may deliver service provision or program support from up to 50 government secondary and specialist schools, as well as Flexible Learning Options settings that align with one of the twelve program hubs across Victoria. Reporting directly to the Head Start Hub Director; the Head Start Administrator will: * have a constructive impact on program administration and operations; such as finance, human resources, data capture and other support areas that contributes significantly to the program management function;
* manage and direct the preparation of program budget and regular financial statements and contribute to financial decision making; coordinate a range of functions;
* manage the delivery of a particular administrative services or operational functions as identified by Hub Director (e.g. reporting, facilities, events management);
* be based at school within the local hub working with broad responsibility and minimal day-to-day direction;
* liaise with the general school community, the department and other government agencies; training, employer and other related service providers when needed;
* support the Head Start service provided to program staff, students or industry alongside program colleagues from across the state by identifying improvement opportunities and risk for strong student outcomes.
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| Key accountabilities |
| * Prepare management plans regarding the finance, governance and reporting;
* Manage the flow of information to staff and students to ensure appropriate awareness of program operations and safety; including program opportunities and events;
* Investigate and report on the efficiency and effectiveness of program design; and conduct training and instruction to program colleagues within operational parameters;
* Interact with a range of external or internal stakeholders to provide advice or information; and coordinate delivery of a range of program support services using a student-centred approach, across schools or industry;
* Manage the program liaison with school staff and Head Start Director to ensure program goals are achieved; such as administering contracts and service agreements relating to the program and data capture and reporting for program leadership;
* Provide executive support to the Head Start Director and Assistant Director, and act on behalf of the Head Start leadership team on student and/or industry services;
* Develop and seek to improve successful interconnections between the senior secondary reform and Head Start program operations; and identify and collaboratively seek solutions to any unforeseen touch points with department and school settings alongside state-wide colleagues delivering the Head Start SBATs program;
* Ensure program operational and administrative processes are compliant with Department policies and any other regulatory requirements.
* Supervision of students can be required where it is an integral part of the employee’s position or in circumstances where supervision is required individually or in groups up to 4 in controlled circumstances and where the responsibility for students remains clearly with a teacher
* Other duties as directed.
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| Key selection criteria |
|  | * Demonstrated knowledge and experience in professional service delivery; including administration, records management, finance, human resources, marketing and governance;
* Demonstrated capacity to engage stakeholders with program operations and manage program data in accordance with government and education policy;
* Experienced in providing complex reports that may require cross-data sets consolidation;
* Effective communication skills when engaging with various stakeholders and levels of management;
* Effective management of personal workload and motivation to deliver a program that delivers across a large number of stakeholders, including student and support networks, schools and education systems, industry and workplace compliance and overarching state and commonwealth regulations;
* Demonstrated proficiency in information technology systems;
* Committed to personal learning and building resilience; and commitment to DET values.
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| Qualifications |
| Nil required  |
| Other important requirements |
| An understanding of the school setting, particularly the relationships between middle and senior secondary education with career pathways is desired. A current employee Working with Children Check card is mandatory.Staff may be required to work across a number of school sites and visit workplaces. |
| Important information |
| * Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department’s exemplar available at <https://www.education.vic.gov.au/school/teachers/health/childprotection/Pages/safeenviro.aspx?Redirect=1>
* Applicants should keep a copy of the position description as it cannot be accessed once the job has closed.
* Candidates are advised that the key selection criteria must be addressed. Visit http://www.careers.vic.gov.au/vacancies/tips-for-applying for guidelines and tips for applying for government positions and addressing key selection criteria.
* The Department of Education and Training (DET) is committed to diversity. The Department places considerable effort and resources into responding to the needs of employees with a disability. People from disadvantaged groups are encouraged to apply for this position.
* All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.
* Successful applicants are subject to a satisfactory criminal record check prior to employment. New DET employees are required to meet the cost of the criminal record check.
* If appointed from outside DET, successful applicants will be required to complete a pre-employment health declaration.
* A probationary period may apply during the first year of employment and induction and support programs provided. Detailed information on all terms and conditions of employment is available on the Department’s Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages.default.aspx>
* All DET employees are required to comply with relevant legislation, including legislation regarding the management of Departmental records, the Code of Conduct for Victorian public sector employees and Departmental policies and procedures in the conduct of their employment.
* To support DET's commitment to its Environmental Management System, DET employees are expected to act in an environmentally responsible manner at all times.
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