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| Position title | Head Start Hub Assistant Director |
| Position number |  |
| School |  |
| Classification/Grade | ES1-5 |
| Employment status | Full time (Fixed term to 26 June 2026) |
| Position reports to | Hub Director and School Principal |
| Location | Within the Local Government Authority, the applicant expresses interest in |
| Position contact | [schools.recruitment@education.vic.gov.au](mailto:schools.recruitment@education.vic.gov.au) |

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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 version  For 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 SBATs program. The Head Start SBAT 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. | |
| Role purpose | |
| The Hub Assistant Director is a senior position that supports the implementation and coordination of the Head Start School-based Apprenticeships and Traineeships (SBATs) program. The Hub Assistant Director may engage with up to fifty 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 Hub Assistant Director will:   * manage the expansion of Head Start SBATs program across schools within the Hub; offering logistical guidance for school education services such as school timetabling, career counselling and information provision for a successful delivery of the SBATs program; * administer the programs budget, operational and data requirements according to the department, school and other relevant policies, * develop and implement key services integral to the effective operation of the Head Start SBATs program across schools within the local Hub; * undertake analysis of complex problems and provide a range of strategies that respond to the local or state-wide Head Start SBATs program; * develop and deliver tools to enable students in middle and senior education to consider Head Start SBAT as an opportunity toward a meaningful career path, * develop and maintain relationships with multiple stakeholders including employment, training, further education, apprenticeship providers; community organisations, school principals, business managers, teachers and career practitioners to support the Head Start SBATs program; * coordinate the delivery of the local Hub professional development opportunities for Head Start staff; and * support the Hub team of approximately nine school-based staff to deliver a robust and effective Head Start SBATs program. | |
| Key accountabilities | |
| * Provides senior leadership and coordination of the School-based Apprenticeships and Traineeships (SBATS) program powered by Head Start wrap around services to approximately fifty schools within the local Hub; * Manages the delivery of a range of program support services using a student-centred approach across schools or industry, including coordinating the student workplace matching process; * Contributes to the expansion of the Head Start SBATs program that forms part of a significant Victorian senior secondary reform package, across the local Hub. * Develops successful interconnections between the senior secondary reform programs from a Head Start SBATs perspective; and implements collaborative pathway between Head Start and such programs and other departmental initiatives to coexist. * Analyses evidence-based data and develops policy, practice and protocol to respond to an identified program improvement or risk while acknowledging department, school, and employment policies; * Supports the delivery of educational and Head Start SBATs services provided to students alongside the Hub Director. * Administers the Head Start SBATs program governance, budget and data with the guidance of the Hub Director within the framework of each of the Hub school's strategic plan, policies and budget. * Develops and maintains strong relationships with key program stakeholders such as students and their support networks, employers, training providers, Local Learning and Employment Networks (LLENs) and the local community. * 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 where the responsibility for students remains clearly with a teacher. Other duties as directed. | |
| Selection Criteria | |
|  | * Demonstrated leadership capability and experience to implement and coordinate a program delivered across several schools/ sites * Evidence of strong interpersonal skills including negotiation, conflict resolution and celebrating success to maintain and support effective relationships with students, parents/families, education and training providers, and industry to deliver positive student outcomes * Highly developed operational skill in budget, governance and data oversight and demonstrated commitment to DET values; * Strong knowledge and understanding of vocational education, including apprenticeships and traineeships and demonstrated ability to develop policy and process within an overarching framework, for a multi-site program. |
| Qualifications | |
| A tertiary qualification that will add value to the context of education, training and skills opportunities for students or extensive experience working in related sectors. | |
| **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.  A current driver’s licence.  This position will require the candidate to allocate a minimum of two weeks leave allowance to work during the school vacation period, additional leave allowance may be considered. | |
| 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 | |