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| Position title | Head Start Coordinator |
| Position number |  |
| School |  |
| Classification/Grade | ES1-4 |
| Employment status | Full time (Fixed term 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) |
| **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. | |

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| Role purpose | |
| The Head Start Coordinator is a professional role, delivering a critical management and support function using a student-centred approach. The coordinator may engage or support students 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 Coordinator will:   * develop and support Head Start arrangements that align with individual student’s stated career aspirations and interests supported by a collaborative sign-up process; * support the student’s progress through school and training; regularly undertaking site visits and reviewing the appropriateness of the work or training site; * provide students with relevant and practical skills development for the workplace and training settings; and provide a safe, supportive and positive environment that values professional development; * ensure appropriate support levels are maintained across the school/s providing key support and timely advice to the Hub Director, teachers and career practitioners * develop and implement professional support tools for the success of the Head Start program, including guidance to teaching, career, employer and other professional staff; * 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 students or industry alongside program colleagues from across the state by identifying improvement opportunities and risk for strong student outcomes. | |
| Key accountabilities | |
| * Manage 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; * Determine work priorities, schedule and approach consistent with overall school and department policy frameworks; and manage relationships with school staff to ensure program goals are achieved; * 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. * Negotiate and manage contracts and service agreements relating to the program; and act on behalf of the Head Start leadership team in the delivery of student and/or industry services; * Develops and seeks to improve successful interconnections between the senior secondary reform programs; and identifies and responds to any unforeseen touch points or risks with such programs and other departmental initiatives alongside state-wide colleagues delivering the Head Start SBATs program; * Maintains detailed records for each student and industry engagement involved in the Head Start SBATs program; including interpret and analyse data to inform and provide authoritative advice to school and program leadership; * 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. | |
| Key selection criteria | |
|  | * Demonstrated knowledge and experience in middle and senior year student career pathways and the interconnect with meaningful student outcomes; * Demonstrated capacity to engage students or industry with program models and manage program data in accordance with government and education policy; * Experienced in advanced interventions in dealing with particularly complex cases that may require cross-profession or industry collaboration; * Effective communication skills when engaging with various stakeholders and levels of management including a commitment to the DET values; * Effective management of personal workload and motivation to deliver a program that rests 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 data systems and analysis. |
| Qualifications | | |
| A tertiary qualification that will add value to the context of education, training and skills opportunities for students. | | |
| 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. | | |