****

**Portland Secondary College**

**TRAINEESHIP POSITION**

**BOOKLET OF INFORMATION**

**2024**

**PORTLAND SECONDARY COLLEGE TRAINEESHIPS**

Welcome to Portland Secondary College! We congratulate you on making the first step towards exploring an exciting career and professional development opportunity offered via our traineeship program. We offer this place to people who are interested in gaining 12 months experience in the workforce whilst also studying a certificate course related to the position.

Traineeships at Portland Secondary College are on a full-time basis and include:

A training program, delivered by a Registered Training Organisation

 through which you will gain a nationally recognised qualification.

Structured on-the-job training.

Paid employment under an appropriate industrial arrangement.

Portland Secondary College is seeking applicants who understand being an employee carries different responsibilities. Trainees require initiative, good communication and organisational skills, flexibility and a deep respect for everything the College stands for. In return, trainees receive a chance to work in a field they are interested in with staff who support the trainee to develop their knowledge and skills in a positive and supportive workplace. Traineeships also provide an income that supports many individuals to pursue tertiary study at the conclusion of their traineeship. A year spent completing a traineeship is a year in which trainees experience significant personal and professional growth.

If you would like to be part of a highly supportive, collegial and dynamic team, then a traineeship position at Portland Secondary College may be the perfect fit for you.

**SELECTION CRITERIA FOR TRAINEESHIP POSITIONS**

Applicants interested in applying for a traineeship position will need to be able to demonstrate via a written application the ways in which they exhibit the following qualities and values. Please address these selection criteria in your application:

 A detailed understanding of the specific duties and responsibilities required for the role,

Commitment to Portland Secondary College values (respect, success, resilience and creativity),

Good communication skills when working with parents, teachers and students, and members of the public,

Strong organisational skills and personal motivation,

Commitment to Portland Secondary College Occupational Health and Safety requirements.

**TRAINEE APPLICATION AND INTERVIEW PROCESS**

Application forms should be forwarded to Westvic Staffing Solutions by 1 December 2023.

Applicants should possess appropriate experience and qualifications.

Applicants should possess sound knowledge in the area for which they are applying.

Applicants will be shortlisted for each position. Shortlisted applicants will be interviewed by a panel of Portland Secondary College staff. The shortlisted candidates will be selected based on their application. This is required to include the following: resume, letter of introduction, response to criteria, listing of prior experience.

**Interviews:**

**Interviews will be held in December.**

The interview panel will consist of staff from the traineeship faculty area.

The same panel of interviewers will be involved in all interviews for the one position.

The interview panel will recommend a preferred applicant to the Principal.

**Post Interview:**

The Chair of the panel will notify the shortlisted applicants of the outcome of the interview as soon as practicable after the interview.

The outcome will be confirmed in writing.

Successful applicants will be issued with a letter of appointment, documenting the conditions of appointment.

**Tenure:**

Each traineeship position commences on 27 January 2024 and concludes on the 20 December 2024.

Portland Secondary college

**POSITION DESCRIPTION**

POSITION TITLE: Education Support Trainee – Technology/Art

**DEPARTMENT: Technology/Art**

**CLASSIFICATION LEVEL: Trainee**

**TIME FRACTION: 0.8 (32 hours/week) – 8:50am - 3:30pm** **daily**

**EMPLOYMENT TYPE: 1 year**

**LOCATION: Portland Secondary College, employed by Westvic Staffing Solutions**

###### *Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.*

###### PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The Education Support Trainee – Technology/Art will support teachers in the delivery of Art and technology classes including Art, Graphics, Photography, Systems, Digital, Food and Wood. Typical duties would include preparing materials for classes, assisting in classes where required, clean up duties, and maintaining equipment.

It is important the trainee operates in a consistent, professional, courteous, efficient manner at all times. The provision of accurate information is important as it projects a professional image which is the aim of Portland Secondary College.

###### ORGANISATIONAL RELATIONSHIPS AND IMPACT

The Education Support Trainee – Technology/Art is required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and visitors to the College.

###### CLASSIFICATION CONTEXT AND TASK LEVEL

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures relating to art and technology provision.

* Provide routine support for teachers
	+ Communicate with teachers about routine matters
	+ Assist teachers with communication with parents about routine matters
	+ Communicate with student/s about comprehension of basic tasks and information
	+ Address immediate behaviour issues relating to specific students
	+ Assist with coordination and planning of student routines
	+ Accountable for performance of allocated tasks

###### QUALIFICATIONS AND REQUIREMENTS

* First Aid Certificate (preferred)
* Current Victorian Drivers Licence (preferred)
* Working with Children Check (to be completed if successful)
* Completion of a Certificate III in Education Support level qualification (training provided)

###### REPORTS TO

This position has line management responsibilities to the Business and Operations Manager but reports on a daily basis to the Food/Technology Support Officer and the Professional Learning Area Team Managers of Art and Technology.

The Education Support Trainee – Technology/Art Trainee is part of the Technology and Art Teams.

###### TYPICAL FUNCTIONS

The trainee will be expected to:

* Work predominantly in Art and Technology classes
* Use initiative at all times to ensure tasks are completed in a timely manner, effectively supporting staff to deliver classes effectively
* Liaise with the Technology and Art Professional Learning Area Team leaders to assist in the planning and delivery of a range of activities
* Ensure all activities are advertised and recorded, and that there are timely communications to ensure maximum opportunity for student engagement
* Assist with the setting up and conducting major initiatives in Technology and Art
* Attend events and excursions and undertake supervision of small groups in participation with teachers
* Organise newsletter articles on College events in Technology and Art
* Receival of goods and storing in numerous storerooms.
* Tidying storerooms and storing chemicals safely
* General tidying up of Art and Technology areas
* Managing the Kiln
* Checking equipment
* Darkroom maintenance and checks.
* Displays
* Management of 3D Printing – Maintenance, loading and unloading of student work, computer programing.
* Short notice shopping locally
* Charging of power tools
* Maintaining drones
* Preparing wood, acrylic, and other materials for student projects.
* Sharpening tools
* Taking stock of general supplies
* Any other duties as assigned by the Principal as required

**Occupational Health & Safety**

* Follow Westvic Staffing Solutions and the Host Employers occupational health and safety policies, procedures and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
* Take reasonable care for your own health & safety and for the health & safety of anyone else that may be affected by your actions or omissions whilst at work.
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

This position description describes in general terms the normal duties which the Education Support Trainee – Technology/Art Trainee is expected to undertake.

Portland Secondary college

**POSITION DESCRIPTION**

POSITION TITLE: Education Support Traineeship – Sports, Events, Camps, Excursions and

 Lunchtime activities Trainee

**DEPARTMENT: Admin**

**CLASSIFICATION LEVEL: Trainee**

**TIME FRACTION: 0.8 (32 hours/week) 8.50am – 3:30pm daily.**

**EMPLOYMENT TYPE: 1 year**

**LOCATION: Portland Secondary College, employed by Westvic Staffing Solutions**

###### *Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.*

###### PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The Sports, Events, Camps, Excursions and Lunchtime Activities Trainee position fulfils an important role in the College, being to support staff to ensure the smooth, efficient running of events, camps and excursions at all times and assisting with the coordination of College activities. Applicants will need to be able to attend and assist with multiple camps and excursions throughout the year.

###### ORGANISATIONAL RELATIONSHIPS AND IMPACT

The Sports, Events, Camps, Excursions and Lunchtime Activities Trainee is required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and visitors to the College

###### CLASSIFICATION CONTEXT AND TASK LEVEL

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures relating to events, camps and excursions.

* Provide routine support for teachers

• Communicate with teachers about routine matters

• Assist teachers with communication with parents about routine matters

• Communicate with student/s about comprehension of basic tasks and information

• Address immediate behaviour issues relating to specific students

• Assist with coordination and planning of student routines

• Accountable for performance of allocated tasks

###### QUALIFICATIONS AND REQUIREMENTS

* First Aid Certificate (preferred)
* Current Victorian Drivers Licence (preferred)
* Bronze Medallion/Surf Life Saving Certificate (preferred)
* Working with Children Check (to be completed if successful)
* Completion of a Certificate III in Education Support level qualification (training provided)

###### REPORTS TO

This position has line management responsibilities to the Business and Operations Manager.

The Sports,Events, Camps, Excursions and Lunchtime Activities Trainee is part of the Admin Team.

###### TYPICAL FUNCTIONS

The trainee will be expected to:

* Use initiative at all times to ensure tasks are completed in a timely manner, effectively supporting staff to ensure that camps, excursions and events operate effectively
* Liaise with the Health & PE staff, Year Level Student Engagement Leaders, student leaders, the Greater Western Sport Region coordinators to assist in the planning and delivery of a range of Interschool sporting activities, camps and excursions
* Ensure all activities are advertised and recorded, and that there are timely communications to ensure maximum opportunity for student engagement
* Organise and assist in the running of a variety of lunchtime activities for small groups of students
* Work with the Daily Organiser to ensure appropriate travel arrangements and staffing for camps, excursions and events, and recorded on Compass.
* Ensure all documentation and data entry is completed , as appropriate, including on Compass, and the Student Activity Locator (SAL), for Interschool Sport, Camps and Excursions and College events
* Assist with the setting up and conducting major sporting programs and events
* Assist and participate in the Year Level and Outdoor Ed Camps Programs
* Attend events and excursions and undertake supervision of small groups in participation with teachers
* Enter events on Compass
* Assist with the organisation and supervision of activities of classes in the swimming pool/beach
* Liaise with staff and students in relation to sports organisation and implementation, including sporting carnivals
* Organise newsletter articles on College events
* Liaise with Promotions Officer on publicity of College events
* Any other duties as assigned by the Principal as required

**Occupational Health & Safety**

* Follow Westvic Staffing Solutions and the Host Employers occupational health and safety policies, procedures and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
* Take reasonable care for your own health & safety and for the health & safety of anyone else that may be affected by your actions or omissions whilst at work.
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

This position description describes in general terms the normal duties which the Sports,Events, Camps, Excursions and Lunchtime Activities Trainee is expected to undertake.

Portland Secondary college

**POSITION DESCRIPTION**

**POSITION TITLE: Business Trainee – General Admin Assistant**

**DEPARTMENT: Admin/General Office**

**CLASSIFICATION LEVEL: Trainee**

**TIME FRACTION: 1.0 (38 hours/week) 8.15am – 4.36 pm daily**

**EMPLOYMENT TYPE: 1 year**

**LOCATION: Portland Secondary College**

###### *Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.*

###### PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The **General Admin Assistant** fulfils an important public relations and customer service function by being one of the first points of contact that students and staff may have with the College. It is expected that they will provide a high level of customer service and be competent in the provision of up to date and relevant information. It is important the trainee operates in a consistent, professional, courteous, efficient manner at all times. The provision of accurate information is important as it projects a professional image which is the aim of Portland Secondary College.

###### ORGANISATIONAL RELATIONSHIPS AND IMPACT

The Trainee General Admin Assistant positionwill act as a first point of contact for enquiries received at the College General Office by staff, students, parents and community members..

This position is required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and students in the College.

###### CLASSIFICATION CONTEXT AND TASK LEVEL

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures.

Perform routine support tasks by:

* Preparing standard documentation and data entry that requires little or no manipulation of information and/or data
* Handling of customer enquiries and referral to appropriate personnel where appropriate
* Prepare standard correspondence
* Provide routine customer service tasks such as assisting staff and students with requests for resources
* Accountability relates directly to performance of allocated tasks

###### REPORTS TO

This position has line management responsibilities to the Business and Operations Manager and will report on a day by day basis to the Business Manager and the General Office Manager.

The General Admin Assistant Trainee is part of the Admin Team.

###### TYPICAL FUNCTIONS

This position description describes in general terms the normal duties which the **General Admin Trainee position** is expected to undertake.

* Always serve in a welcoming manner, assisting parents, staff, students and visitors to the College.
* Prepare external postage.
* Manage College Uniform sales and processing.
* Enter new enrolments on CASES under the direction of the General Office Team Leader.
* Process family payments and receipting from the front window.
* Provide administrative support as required.
* Manage supermarket incentive programs such as ‘Earn and Learn’.
* Be responsible for the efficient delivery of our telephone service with the telephone to be answered within 3 rings
* Promote the use of Compass in regards to all attendance monitoring, recording and queries by families
* Provide admin support across various areas of the College as directed by the Business Manager
* Any other duties as assigned by the Principal as required

**Occupational Health & Safety**

* Follow Westvic Staffing Solutions and the Host Employers occupational health and safety policies, procedures and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
* Take reasonable care for your own health & safety and for the health & safety of anyone else that may be affected by your actions or omissions whilst at work.
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

This position description describes in general terms the normal duties which the General Admin Trainee is expected to undertake.

Portland Secondary college

**POSITION DESCRIPTION**

**POSITION TITLE: Education Support Trainee – Teacher Assistant**

**DEPARTMENT: Administration**

**CLASSIFICATION LEVEL: Trainee**

**TIME FRACTION: 0.8 (32 hours/week) 8.50am – 3.30 pm daily**

**EMPLOYMENT TYPE: 1 year**

**LOCATION: Portland Secondary College**

###### *Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to a satisfactory police check and Working with Children Check.*

###### PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The **Teacher Assistant** fulfils an important role with the responsibility for the accurate and timely completion of tasks set by secondary teaching staff. It is expected that they will provide a high level of customer service and be competent in the provision of up to date and relevant information. It is important the trainee operates in a consistent, professional, courteous, efficient manner at all times. The provision of accurate information is important as it projects a professional image which is the aim of Portland Secondary College.

###### ORGANISATIONAL RELATIONSHIPS AND IMPACT

The Trainee Teacher Assistant positionwill act as a first point of contact for staff requiring administration support.

This position is required to work professionally, cooperatively and consistently with both internal and external clients and involves close interaction with a range of staff and students in the College.

###### CLASSIFICATION CONTEXT AND TASK LEVEL

Under routine direction performs structured tasks which require the understanding and application of basic rules and procedures.

Perform routine support tasks by:

* Preparing standard documentation and data entry that requires little or no manipulation of information and/or data
* Coordinate, organise and determine work priorities within a clearly defined functional area
* Accountability relates directly to performance of allocated tasks

###### REPORTS TO

This position has line management responsibilities to the Business and Operations Manager and will report on a day by day basis to the Business Manager and the General Office Manager.

The Teacher Assistant Trainee is part of the Admin Team.

###### TYPICAL FUNCTIONS

This position description describes in general terms the normal duties which the **Teacher Assistant Trainee position** is expected to undertake.

* Provide clerical and administrative support to all teachers
* Provide admin support across various areas of the College as directed by the Business Manager
* Any other duties as assigned by the Principal as required

**Occupational Health & Safety**

* Follow Westvic Staffing Solutions and the Host Employers occupational health and safety policies, procedures and workplace instructions.
* Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health.
* Take reasonable care for your own health & safety and for the health & safety of anyone else that may be affected by your actions or omissions whilst at work.
* Report any incidents with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

This position description describes in general terms the normal duties which the Teacher Assistant Trainee is expected to undertake.