

To assist with the connection and collaboration with agencies, councils and educational settings within the Wodonga community.

To assist with meaningful and targeted student Transition from WMYC and other educational facilities

To assist with meaningful and targeted student Careers Pathway and Exit Transitions from WSSC

To facilitate weekly SLC meetings

OTHER IMPORTANT INFORMATION:

Please note that as this position is a traineeship, the successful applicant will undertake nationally recognised training as part of their employment. The exact qualification undertaken is negotiable and Wodonga Senior Secondary College will work with the successful applicant in determining the best qualification upon appointment. The applicant will be given adequate time within their working week, and during school holidays to undertake the training, and it is essential that this training be maintained in order to continue in the role.

KEY SELECTION CRITERIA:

1. An understanding of the principles of student agency and its role at Wodonga Senior Secondary College.
2. Ability to organise and prioritise a number of tasks at any one time working to deadlines.
3. Promote a safe school environment.
4. High level communication skills (including ICT) and ability to act in a professional manner with colleagues and, where appropriate with students.
5. Good team and leadership skills
6. To be adaptable to changing situations
7. Display a high level of initiative and be able to work independently when required.

HOW TO APPLY:

If you wish to apply for this position, please include the following in your application:

A cover letter explaining your reason for applying.

Current resume including the names and contact details of 2 references.

Written or typed response to the 7 Key Selection Criteria listed above.

For assistance with responding to selection criteria, please see the link below:

<https://myfuture.edu.au/career-articles/details/how-to-respond-to-key-selection-criteria>