**POSITION: Trainer – Beauty (Make-Up Pathway Program (SHB30221 Certificate III in Make-Up)**

**REPORTS TO: Director of School Operations**

**LOCATED: Multi Campus setting**

* **Melbourne CBD**
* **Werribee**
* **South Melbourne**
* **Prahran**
* **Sunshine DATE UPDATED: October 2024**

**ORGANISATIONAL ENVIRONMENT**

Hester Hornbrook Academy is a Special Assistance School which provides flexible education and learning options, including VETDSS (Vocational Education and Training Delivered to Secondary Students), VPC (Victorian Pathways Certificate), VM (VCE Vocational Major), VCE and an *extend* program offering a variety of elective subjects. Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students. Our HOPE – Healing Orientated Program of Education informs our Practice model which ensures the integration of academic intervention and growth with wellbeing and life skills. Teachers, Youth Workers, and Education Support Officers (ESOs) work together in a collaborative manner to support students to reach their individual goals. Our students include those who have disengaged from mainstream education, are young parents, currently in or leaving out of home care, experiencing homelessness and those who may be experiencing mental health challenges or learning difficulties.

**JOB PURPOSE**

The Beauty Services Trainer will form a part of an education team and be the primary teacher/trainer for the Certificate III in Beauty Services (Partial completion) VETDSS program. The Trainer is responsible for organising and implementing an instructional program in accordance with VET curriculum and registration requirements. The Trainer is expected to collaboratively and share leadership of the classroom with the Youth Worker, including decision making authority. A positive, professional and mutually respectful relationship with the Youth Worker is critical to the success of the model of education delivery.

A Trainer at this level will operate under general direction within clear guidelines following established work practices and documented priorities and work with our VETDSS team to develop VET hours for our students.

**JOB OBJECTIVES**

**Duties of this role may include but are not limited to the following:**

* Be familiar with the delivery of **Certificate III in Beauty Services** within a VETDSS program,
* Be able to demonstrate vocational competency equivalent to the certificate being delivered,
* Have relevant industry experience and be required to have worked in industry for a minimum of three years where they have applied the skills and knowledge of the units of competency being delivered.
* Have current industry skills directly relevant to the training and assessment being provided and current knowledge and skills in vocational training and learning that inform their training and assessment.
* Be able to maintain current industry skills by completing Professional Development annually, directly relevant to the training/assessment being undertaken.
* Be able to deliver curriculum and assessment tasks that caters for students with varying learning styles and ensure best practice in pedagogy.
* Apply an understanding of trauma-informed practice to support students in a way that is empowering and engaging for the student cohort.
* Have a thorough understanding of a range of interventions that promote engagement, build rapport and develop prosocial behaviours and relationships.
* Liaise with Youth Workers regarding student wellbeing and implementation of the pathway planning process and ensure all student wellbeing case notes, reports and VCAA records are maintained.
* Ensure that all Child Safe, risk management and HHA documentation is adhered to.
* Regular travel between Hester Hornbrook Academy campuses is required.
* Contribute to a culture of continuous review, improvement of student learning outcomes and achievement of the Hester Hornbrook Strategic Plan (SP) and Annual Implementation Plans (AIP).
* Ensure services are delivered within the framework of MCM/Hester Hornbrook policies and procedures, legislative requirements, and meet the relevant service standards.
* Perform other duties and responsibilities, as directed by the Head or Positive Pathways or delegate.

**KEY RELATIONSHIPS**

This position may have relationships with a diverse range of Hester Hornbrook Academy and MCM employees, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

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| **Internal Relationships** | * Employees from the Hester Hornbrook team (e.g. Youth Workers & Educators)
* Employees from Educational, Training & Transitions Team
* Employees from the Homelessness, Justice & Family Services division
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| **External Relationships** | * Education Partners
* External RTO’s
* Relevant Creative Art providers
* Student’s communities
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**KEY SELECTION CRITERIA**

Applications to include a Cover Letter which highlights **how you have previously supported the development of curriculum, leading to learning for wellbeing** and a current CV with referees.

**The following key selection criteria must be addressed in the application in order to be short listed for this position:**

* TAE40116 Certificate IV in Training and Assessment (or TAE40110 plus units TAEASS502 and TAELLN411), a current full Victorian Institute of Teaching (VIT) registration or Permission to Teach (or be willing to obtain).
* Proven experience and necessary qualification to deliver **Certificate III in Beauty Services** within a VETDSS program,
* Be prepared to undertake professional development in their vocational area
* Be able to develop and deliver curriculum and assessment tasks that caters for students with varying learning styles and ensure best practice in pedagogy.
* Experience working with young people, LGBTQI young people and young people from diverse cultural backgrounds who have existing barriers to engaging in education.

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| **OCCUPATIONAL HEALTH & SAFETY REQUIREMENTS** |
| **Workplace Health & Safety:**Hester Hornbrook Academy/MCM’s strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.As an employee, you also have Occupational Health & Safety responsibilities as follows:* To comply with all Hester Hornbrook Academy/MCM policies related to Occupational Health and Safety in the workplace.
* Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.
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**Client Wellbeing and Safety**:

We are committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have a zero tolerance of abuse and neglect of all vulnerable people and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect. All employees are required to comply with the Child Safe Standards.

**Operational Accountability:**

Hester Hornbrook Academy/MCM is committed to operating efficiently, ethically and remaining operationally and financially sustainable.

As an employee you are expected to operate within the requirements of our accreditation, registrations, delegations and work responsibilities as detailed in our various policies and procedures, Code of Conduct and regulatory guidelines.

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| **COMPLIANCE** |
| As an employee, you are expected to comply with the following:* Comply with and actively support all position, division and organisational policies and procedures.
* Satisfactory completion of safety screening including a current Working with Children check, National Police check, International Police check (if required), and the right to work in Australia.
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**LEADERSHIP CAPABILITY FRAMEWORK**

In addition to the key selection criteria, applicants should be able to demonstrate the following attributes:

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| **KEY AREA** | **BEHAVIOURAL CAPABILITIES** |
| **PARTNERSHIPS** | **Collaboration & Cooperation**Seeks to find the right solution for all. Stays connected and works together with colleagues and customers to achieve great things. |
| **PARTNERSHIPS** | **Influence & Persuasion**Delivers a compelling message to gain support for ideas or projects. Acts to influence outcomes for the benefit of the people we work with. |
| **PARTNERSHIPS** | **Credibility & Integrity**Establishes credibility and trust in the eyes of clients, colleagues, regulators, funders and partners. Is recognised as being principled and as having expertise as a leader. |
| **REPUTATION** | **Provable Results**Is accountable. Delivers measurable outcomes. Driven and energetic; striving to meet targets and quality outputs for customers and colleagues. |

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| **Disrupting Disadvantage****REPUTATION** Promotes fairness and seeks to provide added advantage and opportunity to those who would normally be disadvantaged.**Resilience & Bounce Back****PEOPLE** Deals effectively with unexpected challenges and adversity. Quickly recovers to take a positive stance to set backs and disappointments.**Builds Capability & Realises Potential****PEOPLE** Plays an active role in their own and others’ development. Encourages and inspires others to realise ambitions and potential.**Safety First****PEOPLE** Always puts safety first. Creates a safe, healthy and caring workplace that is expressed in all operational activities and interactions with others. |
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| **OUR VALUES** |  |
| Employees are expected to commit to and demonstrate MCM’s values: |
| **TOGETHER** | We are inclusive and accepting of difference.We work in highly effective teams and our people are connected across our organisation.We engage proactively with others to deliver outcomes. |
| **COURAGEOUS** | We speak up constructively in line with our convictions. We pursue our goals with determination.We are passionate about our advocacy role. |
| **CURIOUS** | We are inquisitive and ask why. We challenge the status quo.We actively explore the alternatives. |
| **OPEN** | We are transparent and have genuine, honest interactions. We listen and hear people’s voices.We value and respect the autonomy of clients.We trust one another. |
| **ACCOUNTABLE** | We act safely in all our interactions.We manage within our financial and resource boundaries. We own our outcomes and decisions.We are proud of the work that we do. |