

Classification of employment



Classification descriptors are provided in the Victorian Catholic Education Multi Enterprise Agreement 2013 (VCEMEA) to assist schools in outlining job descriptions for employees, and to provide commencement salaries for education support employees and school services officers.

Education Support

Education Support classifications are based on the following criteria:

- General work descriptions, and
- Typical duties.

Typical duties for each level of education support employees are grouped according to the following types of work:

- school administration services
- student support
- curriculum resource service
 - general
 - library / AV services
 - laboratory
 - information and communications technology

Each level contains general work descriptions covering:

- competency
- judgement, independence and problem solving
- direction
- supervision
- qualifications and experience

School Services Officers

School Services Officer classifications are based on the following criteria:

- qualifications and experience,
- typical roles and duties, and
- direction and supervision



Classroom Teachers

The classroom teacher classification comprises two levels – Level 1 and Level 2. The primary focus of the classroom teacher is on the planning, preparation and teaching of programs to achieve specific student outcomes. The classroom teacher engages in critical reflection and inquiry in order to improve knowledge and skills to effectively engage students and improve their learning.

As experience is gained by a classroom teacher, their contribution to the school program increases beyond the classroom.

All classroom teachers must be registered with the Victorian Institute of Teaching pursuant to the *Education and Training Reform Act 2006* (Vic).

Deputy Principals

A Deputy Principal is a person appointed by an employer whether as Vice Principal, Deputy Principal, Assistant Principal or Campus Head in a Catholic school.

Category A and B Deputy Principals apply in secondary schools.

Category B Deputy Principals apply in primary schools.

In a secondary school where there is only one such appointment of a deputy principal made, the appointment is made at the appropriate level within the Category A salary scale.

References

- *Victorian Catholic Education Multi Enterprise Agreement 2013* (Part 3, Appendix 5, 6 and 7)

Legislation

- *Education and Training Reform Act 2006* (Vic)