



## **Position Description: Student Agency Trainee**

### **JOB TITLE:**

Student Agency Trainee

### **BACKGROUND:**

Student empowerment through voice, agency and leadership contributes to the Education State objective to build a world class education system which brings equity and excellence to the learning experience of every student. Effective student empowerment builds on a culture that values and nurtures student voice, agency and leadership. This goes beyond giving students the opportunity to communicate ideas and opinions; it empowers students to influence change in their school and their community. Authentic student voice provides opportunities for students to collaborate and make decisions with adults about what and how they learn, and how their learning is assessed.

More information about the role of Student Agency within Victorian schools can be found here:

<https://www.education.vic.gov.au/school/teachers/teachingresources/practice/improve/Pages/amplify.aspx>

### **JOB PURPOSE:**

To assist the Student Agency Leading Teacher, and WSSC Careers Team to meet student outcomes within the Student leadership and voice, Student Transition and Work Experience Programs. To mentor and lead the College Captains and Student Leadership Council, to become a motivating student governing body who deliver engaging opportunities to the wider school.

### **OBJECTIVES:**

- To increase student aspiration
- To increase student participation in structured workplace learning
- To increase student participation in Student Agency and Passion Projects
- To increase student outcomes linked to WMYC Year 9-10 Transition
- To increase student outcomes linked to WSSC Year 12 out Transition
- To increase Wodonga Senior Secondary College community partnerships
- To mentor and support the College Captains and Student Leadership Council

### **POSITION DESCRIPTION/DUTIES:**

#### **To assist the Student Engagement Coordinator and Workplace Learning Coordinator:**

- To support students to actively engage in Student Agency and purposeful Passion Projects
- To support students to engage in meaningful work experience opportunities and assist staff and students in navigating the relevant policies and procedures
- To mentor and support the College Captains and Student Leadership Council to deliver an engaging program and variety of opportunities within the College curriculum and extracurricular activities

- 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>

**Applications close Wednesday 8<sup>th</sup> October 2025.**

If you require more information, please call (02) 6043 7500 or email [phil@wssc.vic.edu.au](mailto:phil@wssc.vic.edu.au)