



PATHWAYS LEADER

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Pathways Leader is appointed by the Principal and plays a pivotal role in supporting students' career development and post-secondary pathway planning. The Pathways Leader will collaborate with students, parents/carers, teachers, and external partners to coordinate and implement a comprehensive pathways program that equips students with the necessary skills, knowledge, and resources to make informed decisions about their future education and careers.

The Pathways Leader holds a significant position of leadership within the College and as such is expected to support the mission, vision and values of the College as articulated in the College Mission and Vision Statements.

The Pathways Leader will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct and any other policies or procedures relating to child safety.

KEY RESPONSIBILITIES

PROGRAM DEVELOPMENT

- Develop and implement a comprehensive pathways and careers program that aligns with the College's vision and educational objectives
- Collaborate with Learning Leaders and Year Level Leaders to embed careers education into all aspects of the curriculum
- Keep abreast of the changing nature of the world of work and implement a careers program that is responsive to future trends
- Stay updated on the latest industry trends, vocational training programs, tertiary education options, and employment pathways to provide accurate guidance and information to students.

Specific Duties

- Work with the Deputy Principal Learning and Teaching on subject selection processes
- Promote and provide support for the integration of careers development into programs such as STRIVE, Future Ready and VCE Vocational Major (VCE VM)

- Oversight and development of the Year 10 Future Ready Program
- Partner with the VCE Leader in the implementation of VET studies. Monitor student progress in VET and report on student progress to the VCE Leader and Deputy Principal Learning and Teaching
- Be a member of relevant teams
- Use On Track Data, and other evidence to make informed decisions relating to the College Careers Program
- Be an active member of professional associations and networks.

CAREER GUIDANCE

- Provide personalised career counselling and guidance to students, helping them explore their interests, strengths, and goals
- Assist students in identifying and selecting suitable post-secondary pathways, including university courses, vocational education and training programs, apprenticeships, and employment opportunities
- Offer support to students in researching and applying for scholarships, internships, and other relevant post-secondary opportunities.

Specific Duties

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- Facilitate the organisation of workplace experiences for the VCE VM students
- Facilitate the use of career guidance testing such as the Morrisby Profile
- Ensure Year 12 students have completed all VTAC documentation relating to post-secondary course selection by listed deadlines
- Provide support and guidance to students through the Change of Preference period
- Assist students in the organisation and implementation of voluntary individual workplace experiences.

RESOURCE MANAGEMENT AND DEVELOPMENT

- Curate and maintain a comprehensive resource library, including career guides, industry profiles, university and TAFE course information, scholarship databases, and job search resources
- Work towards developing and managing an online platform or portal to provide students with easy access to career-related resources, self-assessment tools, and information about upcoming events and opportunities
- Stay abreast of advancements in career assessment tools and technology and integrate them into the pathways program to enhance students' self-awareness and decision-making abilities.

Specific Duties

- Collaborate with teachers and relevant stakeholders to organise workshops, guest speaker sessions, industry visits, and other career exploration activities
- Maintain records in accordance with College policy and procedures
- Oversee the preparation and management of the Pathways budget.

STAKEHOLDER ENGAGEMENT AND PARTNERSHIPS

- Foster effective communication and collaboration with parents/carers, teachers, and the College Leadership Team to create a supportive and holistic approach to career programs
- Organise information sessions for parents to provide guidance on supporting their child's career exploration and decision-making process
- Establish and nurture partnerships with College alumnae, local businesses, industry associations, tertiary institutions, and community organisations.

Specific Duties

- Work closely with the Deputy Principals Students and Learning and Teaching, Learning Diversity Leader and other relevant staff to ensure the career planning needs of all students are met
- Represent the College at relevant industry forums, networking events, and professional development opportunities
- Liaise with parents on matters relating to careers, VET and VCE VM
- Work with Community Relations and Engagement Leader to develop a database of past students willing to contribute to the College Careers program

QUALIFICATIONS AND SKILLS

- VIT Registered teacher with qualifications in careers education such as Graduate Certificate in Careers Education
- Previous experience in career counselling, pathways education or a related field an advantage
- Awareness of emerging trends in relation to educational pathways, vocational training, university admission processes, and employment trends
- Excellent communication and interpersonal skills, with the ability to engage and relate to students from diverse backgrounds
- Strong organisational and administrative skills, with the ability to manage multiple tasks and prioritise effectively
- Proficiency in using technology and online platforms for resource management and communication
- A collaborative and team-oriented approach, with the ability to work effectively with students, parents, teachers, and external partners.

VARIATION TO THE ROLE

The Principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Deputy Principal Learning and Teaching
Internal Liaisons	VCE Leader, Learning Diversity Leader, Year Level Leaders, Learning Leaders, Deputy Principal Students
Conditions	<p>POL 2 with 12 periods per cycle time release.</p> <p>There is a teaching component connected to this role, specifically VCE VM Work Related Skills and Structured Workplace Learning Recognition for VET.</p> <p>Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022</p>
Appointment Time	Initial appointment - 4 years 2026-2029