



MARIAN COLLEGE

Careers & Pathways Teacher

POSITION: Careers & Pathways Teacher

REPORTS TO: Principal and Assistant Principal Learning & Teaching

ROLE TENURE: 2025

FTE: Full or Part Time Positions

CONDITIONS: Catholic Education Multi-Employer Agreement 2022

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Senior Pathways Coordinator works collaboratively with the Careers and Pathways Leader to develop and deliver College Pathways and Careers Programs that will provide information and education for students across the school, focused on post-school pathway options, and career development.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

Careers Counselling	<ul style="list-style-type: none">The Careers and Pathways Coordinator will work with the Senior Studies Coordinator, the Applied Learning Coordinator, Instructional Leaders and relevant staff to advise students in Years 10-12 on careers and pathways.Work with Learning Diversity and Wellbeing to ensure that the individual learning and pathway needs of NCCD and at-risk students are met.
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- Represent the College by attending scheduled meetings of the Dandenong Valley Careers Network and attending a range of Careers Practitioners' information seminars.
- Ensure that their work responds to the needs of students.
- Ensure that all Year 12 students and earlier school leavers are supported regarding career planning and course applications.
- Run information sessions for students on subject selection, tertiary selection processes, careers resources and career orientation.
- Conduct/assist at Information Evenings for students and parents on topics such as VCE, VET and VCE VM, including subject selection, tertiary prerequisites and how to access resources.
- Produce and distribute a weekly Careers newsletter informing of seminars, information sessions, open days, workshops, and RTO programs.
- Maintain the Nazareth College Careers website.
- Organise a Career Expo with Universities, TAFEs, Private Providers, Apprenticeship companies and Employment companies.
- Inform parents of the service offered in careers and pathways through Information Evenings, articles in the College Newsletter, the website and social media.
- Keep records and provide statistical reports on the destination of students in Years 10-12 to the Leadership team.
- Organise career related incursions and excursions, including Year 12 Career Expos, Try a Trade Day and Industry Q&A incursion, Year 11 Monash incursion, Year 10 Excursion to a University, Year 9 Trade Taster Day, career incursion and Year 8 university day.
- Ensure that all excursions and incursions are thoroughly planned according to College policies and designed to improve student learning outcomes.
- Provide a Careers library of up-to-date and relevant information on careers and post-secondary education and training options, including electronic sources.
- Assist students with subject choices and tertiary course choices applications and provide parents with information.
- Contribute to Careers Education programs and the Subject Selection process in VCE, VET and VCE VM.
- Keep staff abreast of developments in post-secondary training, education and employment trends and contribute to cross-curriculum programs.
- Produce various careers publications/kits for students, eg providing students leaving school with relevant contacts and support materials for future career choices and procedures.
- Inform the school community of career activities such as Open Days, Industry Days, apprenticeship vacancies etc., via the school Newsletter, Simon and other avenues.
- Instigate a series of speakers, including ex-students, representatives from industry, tertiary education and other relevant personnel.
- Advise parents of options available to students, eg Scholarships, study abroad, local job pathways programs, gap years etc.

	<ul style="list-style-type: none"> • Brief the Leadership Team on the provision of effective vocational education programs in the College. • Develop Partnership Programs with relevant higher education providers • Assist in organising the Year 10 Course Advice Day. • Work with the Applied Learning Instructional Leader to organise the Year 9 TAFE Taster Day.
<p>Delivery of VET Programs</p>	<ul style="list-style-type: none"> • Oversee all elements of the VET program. Coordinate the management of VET subjects offered to students internally and externally. • Collect UOCs (Units of Competency) and distribute them to VASS Coordinator in a timely fashion. • Coordinate purchasing contracts, UOC and Memorandums of Understanding for institutions hosting a Nazareth student and external students undertaking VET at Nazareth. • Complete the enrolment for each student into their chosen RTO and work with students to create USIs and complete e-forms for enrolment • Monitor VET attendance and flag and problem-solve concerns with the relevant staff. • Collect and distribute VET reports from RTOs and liaise with them and other schools as required to support students. • Work with Swinburne to develop relevant programs for Year 10 LEAP students and provide transport and supervision for their class at Swinburne. • Attend advisory meetings at the DREAM Trade Training Centre and report developments to the Principal. • Establish connections and working relations with providers and external agencies to promote community links, work placements and support for VET students. • Attend VET Coordinators' meetings and VET-related professional development. • Provide information and assistance to students who undertake vocational education programs in conjunction with VCE studies • Publish the VET Guide with updated VET listings in Term 3 for Subject Selection YEAR 10 WORK EXPERIENCE. • Develop and teach a Careers Work Education program once per cycle for Year 10 students which will be timetabled. • Manage, coordinate and oversee the Year 10 Work Experience program and ensure that legislated guidelines are met, including safe@work and child safety. • Conduct vocational aptitude testing for Year 10 students. • Brief Year 10 students about work experience and generate and publish appropriate resources to assist them in finding a placement. • Keep parents informed about the program and College expectations. Ensure that students are briefed on College expectations and protocols relating to work experience and create packs with employer details and assignments to maximise learning. • Ensure that all students are visited or contacted whilst on work experience. • Ensure that students review and reflect upon their experience on completion of the placement.

	<ul style="list-style-type: none"> • Ensure that employers are contacted before the commencement of placement and forwarded copies of the relevant documents are sent. • Deal with issues that arise during the program. • Ensure that a College database for employer contacts is maintained and updated. • Undertake an awards assembly highlighting exceptional students in their workplace.
VTAC Applications	<ul style="list-style-type: none"> • Support Year 12 students with VTAC and other post-secondary options and liaise with relevant members of staff associated with this process • Ensure that Year 12s are offered support regarding SEAS and scholarships and assist them with applications and supporting documentation. • Ensure every student is placed in a course/apprenticeship of their choice, irrespective of the results achieved. • Be available for students in 'non-Term times' in line with VTAC process dates. This includes the September holidays to ensure every student's application is complete before the closing date, the 'Change of Preference' period after ATARs and results are released (December), and the week before Term 1 when Offers are released JOB SEARCH / SCHOOL LEAVING SKILLS / APPRENTICESHIP / EMPLOYMENT. • Assist students leaving school with job search and application skills, eg Interview Techniques and Resume Writing. • Assist students in finding employment, apprenticeships and traineeships • Inform the school community about labour market developments and how that may impact student career and job options. • Keep abreast of changes in the vocational training sector. • Encourage students to participate in 'taster days' and other programs offered by industry organisations and tertiary institutions.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

General:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Experience in Catholic schools is desirable Leadership
2. Understanding of the theory and practice of leading a contemporary secondary school library.
3. Proficient in relevant information and communication technologies.
4. Strong leadership skills: communication, team building, problem-solving, conflict resolution, and formative feedback.
5. Excellent organisational and time management abilities.
6. Positive approach to leadership, including qualities such as initiative, enthusiasm and flexibility.
7. Understanding of contemporary evidence-based pedagogies, including literacy and information skill development.
8. Expertise in building positive relations with students and student management

QUALIFICATIONS

- Current, full registration with Victorian Institute of Teaching (VIT)
- Accreditation to Teach/Lead in a Catholic School
- Accreditation to Teach Religious Education (an advantage)

Additional Note: This role description is flexible and may change based on the applicant's skills and the College's needs in consultation with the Principal. It aims to highlight key responsibilities without limiting the position's scope.