



ST MARY MACKILLOP COLLEGE Swan Hill

ROLE DESCRIPTION

<u>JOB TITLE:</u>	Pathways Administration Support Officer
<u>REPORT TO:</u>	Pathways Coordinator, Business Manager
<u>RESPONSIBLE FOR:</u>	Providing support to the Pathways Coordinator, VCAL Coordinator, VET Coordinator and Senior School Coordinator
<u>TENURE:</u>	Ongoing
<u>POSITION:</u>	School Education Officer Category B, Level determined on qualifications and experience.
<u>HOURS:</u>	27.33 hours per week 0.72 FTE, 8:30am - 4:00pm, Days negotiable 40-minute unpaid lunch break

KEY OUTCOMES:

- Work with the Pathways Coordinator, Applied Learning Coordinator, VET Coordinator and Senior School Coordinator to ensure that student pathways are consistent with the student's career aspirations including tertiary studies, further training or employment options;
- Engage and administer a system of interviews and meetings for students to review their educational options and to encourage the provision of the widest possible range of courses for students to be involved in;
- Be familiar with VCE and VET requirements and ensure that students are selecting appropriate pathways;
- Collect information about Years 10, 11 and 12 students' interests, career preferences, and academic performance.

KEY DUTIES:

PATHWAYS

Pathways Planning

- Assist with the coordination and documentation of pathways interviews for each student in Year 11 and 12 and for other Year levels when required;
- Under the guidance of the Pathways Coordinator, communicate with Parents/Guardians regarding Pathways interviews and options for their child;

- Assist with interviews of students entering Year 11 and 12 with the Pathways Coordinator and/or a teacher from the Teaching and Learning Team, regarding subject selection, prerequisite studies and career opportunities;
- Liaise with local education, training and employment agencies regarding pathway opportunities.
- Assist with the delivery of Coaching Young People for Success and attend Pathways classes when required.
- In consultation with the College Timetabler, prepare Web Preferences for the Subject Selection Process. Communicate information to students and monitor study choices to ensure relevant year level requirements are met.
- Assist the Pathways Coordinator in preparing for the Subject Expo.
- Attend relevant Year Level Pathways career excursions when required.
- Ensure fee letters have been provided to relevant students and enrolment in Virtual Schools Victoria or Victorian School of Languages is completed.

Work Experience

- Assistance with the coordination of the Year 10 Work Experience Program, including preparation of students, administrative duties and liaison with employers, students, parents and the Murray Mallee LLEN;
- Support the Pathways Coordinator to monitor the progress of students completing work experience or work placement;
- Contribute work experience and career information via the school newsletter and internet as required;

Career Assistance

- Under the guidance of the Pathways Coordinator provide career advice to individuals and groups as required;
- Provision of assistance to students with job application, interview and resume writing skills;
- Maintain the Careers Resource information to ensure it is up-to-date and accessible for all students;
- Communicate Apprenticeship and Work opportunities to students via the Daily Student Bulletin.
- Remain up to date with current VTAC requirements and Careers information by attending relevant professional development.

APPLIED LEARNING

- Support the VET Coordinator and the Applied Learning Coordinator in finding placements for the VET and Applied Learning students and completing relevant paperwork.
- Liaise with the VET Coordinator and relevant RTO to ensure that paperwork is completed for SBAT students.

VASS

- Support the Accounts and Administration Officer with data entry and production of reports.
- Analyse student results for anomalies and to support students with advice.

Pastoral Care and Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects College values.
- Implement strategies which promote a healthy and positive learning environment.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.