



# St Mary MacKillop College Swan Hill

## **ROLE DESCRIPTION**

**POSITION TITLE:** Pathways Coordinator

**REPORT TO:** Principal

**TENURE:** 2026 – 2027

**POL:** 2

**TIME ALLOWANCE:** 7 hours per cycle

The Pathways Coordinator has specific responsibilities in relation to the development and implementation of programs related to the various options available to students as they contemplate post-compulsory secondary school and post-school options, within the College. The Pathways Coordinator is supported by the Pathways Administration Assistant.

### **Key Outcomes**

Ensure that student pathways are consistent with the student's career aspirations including tertiary studies, further training or employment options by:

- Engaging and administering a system of counselling for students to review their educational options and to encourage the provision of the widest possible range of course for students to be involved in;
- Being familiar with VCE, VET and VCE VM/VPC requirements and ensure that students are selecting appropriate pathways;
- Collecting information about Years 9, 10, 11 and 12 students' interests, career preferences, academic performance etc.

### **Key Duties**

- Inform and advise students of tertiary education requirements and prerequisites, including UMAT, Open Days in TAFES, Colleges and Universities, scholarship programs, fee structures, etc. through a variety of means including assemblies, presentations to parents and students, school newsletters and bulletins
- Manage information rollout in relation to VTAC and other study options for Year 12 students
- Individual consultation with Year 12 students for tertiary course selection and 'change of preference' guidance
- Oversee the Work Experience and Structured Work Placement Learning programs for students ensuring they operate within legislative guidelines and provide learning opportunities for students.
- Monitor and visit students on Work Experience and Placements.
- Disseminate all information pertaining to Work Experience;
- Liaise with all parties (students, parents, employers, LLEN) involved in the provision of work experience;
- Interview all Year 10 & 11 students regarding subject selection, prerequisite studies and career opportunities in Senior School Transition Interviews;

- Ensure students meet requirements of minimum number of units for chosen pathway;
- Advise students wishing to alter their selected course of study prior to the registration cut-off;
- Liaise and consult with the Deputy Principal Teaching and Learning to ensure that actions and decisions are aligned with the college curriculum design and objectives;
- Maintain up-to-date information for post-secondary courses and employment opportunities in the careers resource area;
- Liaise with local employers and employment agencies regarding part-time and full-time positions.
- Delivery of Pathways classes to Year 9 and Year 10. This will be across two campuses from 2027.
- Assist with coordination and running of Year 12 Senior Student Support Sessions.
- Assist with coordination and running of subject selection process and input of data.

### **Other Duties**

To undertake other duties as designated by the Principal.

### **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.

### **Health and Safety**

All staff are expected to:

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