

Job Description

Title:	Pathways Coordinator
Reports to:	Head of Humanities & Languages, Deputy Principal Curriculum
Working Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • VET teachers • MBC Staff and students and parents/guardians <p>External:</p> <ul style="list-style-type: none"> • TAFE • Auspicing RTOs • Other relevant training organisations • Workplaces • Industry groups • Careers groups
FTE:	1.0
Job Summary	
<p>The Pathways Coordinator is a key role within the College, overseeing and managing the College's vocation offerings (VET), both internal and externally, as well as managing the Workplace Learning and Work Experience programs. Additionally, the Pathways Coordinator is a key channel of communication to students and parents about Careers and other post-school opportunities.</p> <p>The Pathways Coordinator may be required to maintain a teaching load up to 0.4 FTE.</p>	
Qualifications / Work Experience	
<ul style="list-style-type: none"> • Relevant teaching qualification • Certificate IV in Training and Assessment • A commitment to child safety and a Working with Children Check • A current first aid certificate • Valid Australian work rights to apply for this position 	
Personal Specifications / Essential Skills	
<ul style="list-style-type: none"> • Be a committed Christian who upholds and contributes to the Christian values of the College • Knowledge of vocational education and training requirements • Knowledge of workplace requirements and issues for school students • Knowledge of SCSA requirements for vocational education and training, and endorsed programs • Excellent work ethic and a "can-do" attitude • Be able to work without need for close supervision • Be able to work well with others in a team working environment • Ability to prioritise work schedule and meet agreed deadlines • Knowledge and understanding of WHS legislation and requirements • Computer skills and literacy; desirable: knowledge of maintenance software • Attention to detail and producing quality work at all times • Ability to remain calm under pressure • Good communication skills with a range of internal and external stakeholders 	

Key Result Areas

- VET
- Careers (including post-school pathways counselling)
- Workplace Learning
- Work Experience
- Endorsed Programs
- Work Health and Safety
- Other Tasks/Responsibilities

Key Tasks & Responsibilities

1. Internal VET Program

- Manage the College's internally-delivered, auspiced VET Qualifications, including
 - Liaising with external RTOs
 - Managing the enrolment of students
 - Managing the resulting of students
 - Liaising with staff delivering VET qualifications in relation to all relevant programming, assessing and other requirements
 - Ensuring that staff delivering VET qualifications are adhering to College, RTO and SCSA requirements, in conjunction with relevant Heads of Learning Area

2. External VET Program

- Source appropriate off-campus VET opportunities for students
- Communicate with students and staff in relation to external VET opportunities, and promote these within the College community
- Liaise with TAFEs and external RTOs in relation to enrolments and resulting
- Explore opportunities for students to engage in School Based and Pre Apprenticeship programs, as appropriate

3. VET Administration and Data

- Maintain records regarding Certificates and Units of Competencies being completed in all VET courses
- Coordinate, monitor and ensure accurate enrolment, assessment and achievement data for all VET courses
- Prepare reporting data for SCSA, including upload data ESQUAL, ENVET, RSVET and RSQUAL, and upload to SCSA (in conjunction with the Deputy Principal Curriculum)
- Liaise with relevant agencies, including AISWA, in relation to VET funding data and applications
- Maintain a register of staff qualifications and training relevant to VET
- Maintain regular meetings with staff delivering VET qualifications at the College
- Oversee the Unique Student Identifier (USI) process, including communication with students and families, and ensuring data is shared with the College Registrar

4. Workplace Learning

- Oversee the College's Workplace Learning (WPL) program, including –
 - Communicating with students and families in relation to the Workplace Learning program
 - Liaising with workplaces in relation to work placements, including ensuring workplaces understand their obligations in relation to child safety, duty of care and WHS requirements
 - Maintain registers of
 - Ensure students are completing Workplace Learning logbooks
 - Prepare data for upload to SCSA in relation to Workplace Learning program by the required deadlines (in consultation with the Deputy Principal Curriculum)

5. Work Experience

- Oversee the College's Year 10 Work Experience Program, including –
 - Communication with students and parents in relation to requirements, process and expectations
 - Maintenance of all documentation required in relation to the Work Experience program
 - Preparation of relevant communication and required paperwork for host employers
 - Communication with staff in relation to the program, including liaising with staff to roster visits to workplaces

6. Careers and Pathways Counselling

- Provide students and parents with information regarding VET, Workplace Learning, Work Experience and Careers
- Ensure the regular publication of Careers and Pathways information to the College community, including a regular Careers Newsletter
- In conjunction with the Events Team, organise the College's annual Pathways event, Future Directions
- Maintain links with relevant external agencies, including but not limited to TAFEs, RTOs, universities, careers groups and vocational training agencies, in order to ensure breadth and depth in the College's Pathways program
- Provide information, advice, counselling and support to students and their families on career related topics including career pathways, subject selections, tertiary selection procedures (courses and subjects), tertiary applications (TISC), tertiary institution open days, transition from school to work or further study
- In conjunction with the Heads of Year, organise relevant and timely guest speakers to discuss Pathways-related topics with students
- Maintain and develop career resources, including the Pathways Office at the College

7. Endorsed Programs

- Oversight of Endorsed Programs, including
 - Communicating with students and parents in relation to Endorsed Programs
 - Maintaining records of Endorsed Programs
 - Preparing uploads for SCSA of Endorsed Programs enrolments and results by the required deadlines

8. Other Tasks

- Attend out of school hours events as required
- Attend appropriate vocation-related events and professional learning opportunities in order to stay up to date with vocational requirement
- Attend appropriate career development events in order to stay up to date with industry knowledge, SCSA WACE requirements, University and TAFE entrance requirement and future trends and developments.

9. Ensure compliance with MBC values, policies and standards as reviewed and updated on an annual basis

10. Follow reasonable directions in relation to Work Health and Safety

11. Other duties as listed in the **Teaching Staff** job description

12. Any other duties as directed by the Principal

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Last Updated