



## POSITION DESCRIPTION

**POSITION:** Student Pathways Development Officer **STATUS:** Full-time

**CLASSIFICATION:**

**DATE:** April 2023

**RESPONSIBLE TO:** To the Deputy Principal (Teaching and Learning)

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### Purpose of Position:

The Student Pathways Development Officers supports students in the development of their Senior learning program and post school tertiary study and/or employment pathways, provides career counselling advice and oversees workplace learning and work experience programs.

This position also has responsibility for building networks/partnerships with business and industry.

### Key Characteristics:

These include the ability to:

- model values that reflect the Mission Statement and College Values
- communicate effectively with staff, students, parents and visitors in a way that upholds the dignity of the individual and contributes to the Mission of the College
- increase awareness and understanding of student pathways and offer advice of possible and potential pathways for student
- work with the Deputy Principal – Teaching and Learning in the strategic planning of the student pathway area
- establish strategic community partnerships to support the ongoing development of the portfolio and stakeholder engagement
- highly developed communication skills to communicate information to students, staff and parents

### Qualifications:

Tertiary Qualifications in Careers Education or willingness to undertake appropriate study in the area of Careers Education within 6 months of commencing employment.

## **Key Accountabilities**

As Student Pathways Development Officer, key accountabilities include, but are not limited to;

- develop a strategic vision for Careers education, student profiles and micro credentials
- maintain and develop career resources to 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, tertiary institution open days, transition from school to work or further study
- supervise the Administration Officer – Student Pathways
- organise career events to provide timely and appropriate information to students, parents and staff, in liaison with the Deputy Principals and external community resources
- coordinate the pathway planning of students as required
- encourage, where appropriate, the establishment of networks and links with outside expertise or community resources to enhance teaching and learning program
- supervise and assist in the planning, conduct and approval process for all excursions and functions, regarding the Careers programmes such as, the C2C series of speakers, including ex-students, representatives from industry, tertiary education, and other relevant personnel
- advise staff regarding advice for students about career choices and subject choices where relevant
- have responsibility of maintaining the accuracy and currency of the Careers Website and any other relevant media sources
- design and implementation of Careers Education programs
- providing information to students about available apprenticeships and traineeships, employment opportunities and where appropriate support students with job search and application skills
- keep abreast of changes to the Skills & Training sector and any Government policy relevant to student careers and pathways including attendance at appropriate career development events
- advise Deputy Principal – Teaching and Learning on changes in post school pathways
- monitor student destinations in the Years 10-12
- prepare a written statement for the Annual College report
- engage with students to provide Careers guidance as appropriate
- ensure that all communication regarding Careers to parents and others conforms to College guidelines, style guide and is of the highest standard;
- when requested, attend staff meetings, Middle Leadership Team meetings and other official functions of the College, including Parent Information evenings, Graduation Evening, Presentation Evening

## **Administration**

- provide timely and regular reports on the activities undertaken to achieve the outcomes required of this appointment
- attend Careers network meetings as required
- provide the Business Manager with a comprehensive annual budget request for the Careers program
- manage the respective allocated budget and maintain expenditure within the allocated budget
- manage and maintain appropriate records relative to this position

## **Training / Professional Development**

- maintain professional membership relative to the position;
- participate in professional development as approved by the Principal/or delegate

## **General Duties**

- liaise with the College Leadership Team and other staff with respect to all matters relating to Careers Programme, as required.

**Other**

- be supportive of the Catholic ethos of the school.
- contribute actively to the development and implementation of College policies and procedures
- contribute to a safe and healthy working environment consistent with the College's Mission Statement and *Work Health and Safety* requirements
- support the Strategic Plan and the School Improvement Plan.
- take full responsibility for compliance with the Staff Code of Conduct.
- take full responsibility for compliance with all College policies and procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at their discretion, in order to most effectively serve the needs of the College.