



# NAZARETH COLLEGE

## **CAREERS AND PATHWAYS COORDINATOR PRINCIPAL'S APPOINTMENT, TIME RELEASE 0.8FTE POSITION DESCRIPTION**

<b>POSITION REPORTS TO:</b> Principal	<b>AWARD:</b> Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
<b>CLASSIFICATION:</b> Principal Appointment, 0.8FTE	<b>TERMS OF EMPLOYMENT:</b> 2024-2027
<b>ANNUAL LEAVE:</b> As per VCMEA Award	<b>REQUIREMENTS:</b> <ul style="list-style-type: none"><li>• Annual Review Meeting</li><li>• Formal Appraisal in Semester 2 of the penultimate year of appointment</li><li>• VIT</li><li>• Proof of ID</li><li>• Academic Transcripts</li><li>• Accreditation to teach in a Catholic School</li></ul>
<b>COMMENCEMENT DATE:</b> Monday 29 January 2024	<b>TO BE REVIEWED BY AND DATE:</b> The Principal, as required

### **CONTEXT**

A Catholic school is responsible for ensuring the highest value is placed on leadership and vision in educating young people about the Church's mission of faith development.

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. We foster a culture of Faith, Wisdom, and Knowledge through learning and teaching in the Catholic tradition.

***'...for all of you are the children of God, through faith, in Christ Jesus (Galatians 3:26)  
Nurturing an inclusive and diverse culture.'***

Nazareth College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work. The Nazareth community is committed to the safety, wellbeing, and protection of all children in our care.

### **OVERVIEW OF ROLE**

The Principal appoints the Careers and Pathways Coordinator to provide Careers and Pathways support in accordance with Melbourne Archdiocese Catholic Schools (MACS) and Nazareth College policies and procedures. The main role of the Careers and Pathways Coordinator include Careers Counselling, coordinating the VET program, coordinating Year 10 Work Experience and VTAC Applications and other post-school options for Year 12s.

The Careers and Pathways Coordinator role revolves around a demonstrated commitment to professional knowledge, practice and engagement and takes on a role based on a model of Christian service. They are empowered and expected to reflect the College values of Faith, Wisdom and Knowledge in their work. The successful applicant will be expected to relate well with all members of the school community and will have the capacity to work independently and as a part of a team. They will assist in the management and organisation of Careers and Pathways efficiently to support students.

Catholic schools are places where the sacred dignity of each person is recognised, respected and fostered. Nazareth College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe. The partnerships between staff,

students and families are pivotal in the learning, wellbeing and empowerment of Nazareth College students.

The Careers and Pathways Coordinator will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in organisation, communication, consultation, and decision-making. They must be familiar with and comply with the College's Child Safety and Wellbeing Policy and the Code of Conduct. They will provide students with a child safe environment, proactively monitor and support student wellbeing and exercise pastoral care that reflects school values.

The successful candidate for this position will commence Monday 29 January 2024. For the nominated tenure, an ongoing teaching position is associated with this appointment.

### **KEY TASKS**

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, and the College may modify the position description in consultation with the incumbent, depending on the operational needs and requirements of the College.

### **CAREERS COUNSELLING**

- 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
- 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
- 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

### **COORDINATION OF VET**

- 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
- 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**

- 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

## **CAREERS AND PATHWAYS LEADERSHIP**

- Implement decisions and procedures, as directed by the Leadership Team, which assist in the efficient organisation of the College
- Be visionary in your leadership of Careers and Pathways at Nazareth
- Sound knowledge of various content and process requirements for VCE, VCE VM, VET and the Victorian Curriculum
- Support staff and students with a clear focus on continually improving student pathways
- Fosters and promote reflective practice, professional dialogue and a collaborative approach
- Oversee the organisation, administration and coordination of activities pertaining to careers and pathways
- Hold regular meetings with relevant staff focused on improving student pathways and ensuring that all decisions and procedures are being followed
- Analyse, interpret and use data to identify potential needs
- Develop and maintain appropriate links with key stakeholders (parents, students, staff, suppliers) to communicate upcoming events
- Assist other staff in conducting industry/tertiary visits where appropriate
- Develop, support and encourage best practices in Careers and Pathways that cater for all students
- Identify and plan appropriate professional learning for teachers and support staff
- Accept a leadership role and demonstrate an active and supportive interest in College events, particularly those in which students are involved (eg, swimming carnival)
- Liaise with others in Leadership positions regarding child safety, subject selection, special programs and other events impacting Careers and Pathways
- Enforce all OH&S rules and fire regulations
- With the Business Manager, prepare and manage the budget for Careers and Pathways

## **COMMUNICATION**

- Attend to all correspondence in a timely and professional manner
- Liaise with students and staff in a calm, helpful and efficient way
- Build and sustain positive relationships with the Nazareth community and external stakeholders
- Distribute resources/information to staff
- Develop effective and efficient administrative systems to record and store information about senior programs and students

## **PROFESSIONAL EXPECTATIONS**

- An employee, neither during nor after the period of employment/engagement with, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge to any person any confidential information concerning: The business or financial arrangement or position of this organisation or any related entity; The personal, wellbeing or financial information of any student, staff member or any related stakeholder or any of the dealings, transactions or affairs of the organisation or any related stakeholder.
- Attend Staff, network and other meetings as required
- Participate in an Annual Review and Formal appraisal meeting
- Maintains professional knowledge by attending educational workshops, reviewing publications, establishing personal networks and participating in professional societies
- Attend and support 'out-of-hours' events in the life of the College, such as Formals, Presentation Evening, Parent Nights and Performing Arts events as appropriate
- The role requires a broad knowledge of the life of the College and a willingness to give of oneself rather than simply giving of one's time
- Attendance at Open Day/evening is compulsory
- Adhere to College policies and procedures
- Continue to meet the characteristics of a Lead Teacher as documented in the Australian Professional Standards for Teachers (AITSL) and ensure that teaching is of the highest standard and caters to all students' needs
- The position requires attendance at a range of off-campus meetings and briefings throughout the year to maintain an appropriate professional knowledge base
- Be available for several days at the end of the academic year to assist Year 12 students after results have been issued and in mid-January to advise on tertiary pathway placements.
- Ensure Nazareth College continues to build its reputation as a school of choice
- Their demeanour, respect for others, and support and involvement will provide an exemplary example to staff and students
- Must be knowledgeable of and active in promoting child safety policies and protocols within the College
- Other duties, as directed by the Principal

## **PASTORAL CARE**

- Contribute to the fostering and development of student wellbeing
- Exercise pastoral care in a manner that reflects College values
- Implement strategies that promote a healthy and positive learning environment
- Build a culture of openness and transparency that engages student voice and participation
- Be professionally competent in teaching, administration, and pastoral care

## **CHILD SAFETY**

Every person employed at Nazareth College is responsible for understanding the role they play individually and collectively to ensure that the care, wellbeing and safety of all students are at the forefront of all they do and every decision they make. The College is committed to ensuring that all staff act in a manner that promotes the inherent dignity of every student and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular learning opportunities in relation to child safety, protection and wellbeing.

## SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values the unique gifts, talents and experience of each applicant. The criteria listed below will inform the selection process.

1. Registered Teacher in Victoria
2. Hold a CECV Accreditation to Teach in a Catholic School
3. Hold, or working towards a CECV Accreditation to Teach RE in a Catholic School
4. A commitment to support the Catholic ethos of the College
5. A proven record as an exemplary secondary teacher with current knowledge of careers, pathways and VETiS
6. Ideally, the position will be held by someone with relevant Careers Counselling qualifications or experience
7. Communicate effectively and positively, ensuring productive interchange and professional conversation with the school community to improve student outcomes
8. Proven ability to show initiative, prioritise workload, set goals and achieve targets in a changing environment
9. The capacity to create and maintain an environment that supports continuous improvement leading to the achievement of high-quality outcomes for all students
10. Well-developed organisational and interpersonal skills, including a demonstrated ability to work effectively, independently, and collaboratively in a team environment. This includes managing information and correspondence with confidentiality, discretion and diplomacy with staff, students and parents/guardians
11. An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person
12. Sound understanding of Child Safe standards and mandatory reporting requirements and a strong commitment to providing a child safe environment
13. A proven ability to lead and nurture students and staff in a dynamic and caring learning environment that is collaborative and inclusive
14. Promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

## KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Leadership team Applied Learning Instructional Leader Senior and Middle Studies Coordinator Wellbeing and Learning Diversity Students Staff Parents	Community and professional organisations Other schools VCAA VTAC Educational providers	Staff Meetings Network Meetings Annual Review Meeting

## EMPLOYEE ACKNOWLEDGMENT

I, \_\_\_\_\_ (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AUTHORISED BY PRINCIPAL OR REPRESENTATIVE

Signature: \_\_\_\_\_ Date: \_\_\_\_\_