

Position Information Document

Pathways Coordinator

Marcellin Campus

Context

Sacred Heart College is a Catholic secondary school in the Marist tradition, comprising two campuses: Champagnat (Years 7–9) and Marcellin (Years 10–12). Marist education values presence, practicality, and purpose, recognising that formation happens through relationships, example, and meaningful work. Our mission is “to awaken in young people the desire to grow, to contribute, and to find their place in the world” (*In the Footsteps of Marcellin Champagnat*, 2023, [112]).

With a diverse body of students, each boasting distinct interests and abilities, it's imperative that we offer tailored counselling and opportunities to guide them towards fitting post-school pathways. Importantly, it is essential that in Marist schools, “parents and students [receive] ongoing advice and information throughout secondary school, in order to enable informed and realistic subject choice [and post-school pathways].” (Marist Schools Australia, 2023, p. 14).

Broad purpose

The primary role of the Pathways Coordinator is to facilitate exceptional and effective post-school pathways counselling to students, disseminating comprehensive career information and coordinating work experience opportunities. Our goal is to ensure every student at Sacred Heart College understands their post-school opportunities and has a defined path to success during their time at the College. The Pathways Coordinator will also work closely with the Director of Teaching and Learning to coordinate school-based traineeships and apprenticeships.

Key areas of work

Leading Student Outcomes

The Pathways Coordinator will:

- maintain an in-depth understanding of post-school options for students;
- guide students in subject selection, emphasising its pivotal role in their future success;
- collaborate with the Director of Teaching and Learning, and the Assistant Director of Teaching and Learning to ensure each student is on the right path to achieve their South Australian Certificate of Education (“**SACE**”);
- support students in accessing subject information and understanding promotion procedures;
- assist with subject selection, promotion and final course allocation, working closely with the Director of Teaching and Learning, and the Assistant Director of Teaching and Learning;
- highlight and facilitate opportunities for students to embark on post-school pathways during their SACE studies, including Vocational Educational Training (“**VET**”), Certificate options, and university routes;
- provide individual and small-group career counselling to students and, where appropriate, their families, supporting informed subject selection and post-school decision-making;
- oversee student subject changes, encompassing student counseling, timetable adjustments, and coordination with the Director of Timetabling, and the Assistant Director of Teaching and Learning;
- monitor, in collaboration with the Marcellin Leadership Team, the progress of students at risk, intervening when necessary to ensure SACE achievement;

- track and analyse student progress and post-school destinations to inform pathway planning, school improvement, and ensure the College is in a position to report 100% of student post-school destination data to Marist Schools Australia;
- coordinate, alongside the Director of Students, extra-curricular activities, guest lectures, and events that align with the curriculum and showcase post-school opportunities; and
- champion student wellbeing and academic success throughout the school.

Leading Staff

The Pathways Coordinator will:

- collaborate with the VET Coordinator to guarantee:
 - consistent, accurate, and suitable information is relayed to students and families from the Careers Office; and
 - students receive opportunities aligned with the guidance provided by the Pathways Coordinator;
- keep staff updated on student post-school pathway developments and opportunities;
- engage with individual teachers, offering insights or interventions from their specialty to bolster academic success and wellbeing;
- model best practice in career counselling and provide guidance to staff supporting students in subject and pathway decisions;
- coordinate with the counselling and student wellbeing teams when necessary, providing advice or recommending appropriate interventions;
- coordinate and contribute to the delivery of career education programs across relevant year levels;
- stay affiliated with relevant professional organisations, pursue ongoing professional development, and inform staff about opportunities in this area; and
- acquaint new staff with the objectives and operations of the Careers Office.

Managing Processes

The Pathways Coordinator will:

- oversee the effective management of the Careers Office;
- handle the formulation and upkeep of an annual budget;
- participate in tertiary information sessions when necessary and share pertinent information with the school community;
- foster communication with parents and carers regarding subject choices, career options, and post-school pathways;
- maintain strong connections with tertiary institutions, industry partners, and community organisations to enhance student opportunities;
- ensure compliance with SACE and VET reporting requirements, and maintain accurate records for audits;
- manage appropriate records and administrative details, especially concerning Workplace Health and Safety, Student Duty of Care, and Child Safe Practices, ensuring the College meets its legal mandates;
- distribute pertinent career development information throughout the school community; and
- support the Principal in selecting and appointing staff for the careers department.

General

The Pathways Coordinator will:

- provide strategic advice to the Marcellin Leadership Team on emerging trends in post-school pathways and opportunities for program improvement;
- report to the Principal or Deputy Principal via the Director of Teaching and Learning to ensure that their areas of responsibility remain aligned with evolving state and national requirements and reflect contemporary developments in student learning; and
- undertake any other duties assigned by the Principal to support the effective operation of the College.

Committee Membership

- Teaching and Learning Committee

Qualifications

Essential qualifications

- Experience in student pathways, subject selection processes, or careers counselling.
- Strong understanding of SACE, VET, and post-school pathway options.

Where the Pathways Coordinator is a teacher:

- Accreditation to Teach in a Catholic School (or the ability to obtain accreditation).
- Relevant teaching qualification and registration with the Teachers Registration Board of South Australia.

Desirable qualifications

- Formal qualifications in career development, guidance, or counselling.
- Experience in coordinating career education programs or VET pathways.
- Knowledge of current trends in tertiary admissions, apprenticeships, and employment pathways.

Screening and Compliance Requirements

The employee must hold and maintain the following certifications and clearances throughout their employment:

- current registration with the Teachers Registration Board of South Australia;
- accreditation to teach in Catholic Education South Australia (“CESA”);
- a current Working with Children Check, in accordance with CESA requirements;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care);
- a current First Aid certificate or qualification (as applicable to the role); and
- any additional certifications, registrations, or qualifications necessary for the safe and effective performance of the role.

Workplace health and safety (WHS)

Workers have a responsibility to:

- take reasonable care for their own health and safety
- take reasonable care to not adversely affect another person at work through acts or omissions
- follow reasonable instructions given to ensure health and safety; and

- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on Complispace.

PORs (Positions of Responsibility) and Managers are required to:

- ensure staff are aware of and follow WHS policy and procedures described on Complispace;
- participate in training designed to support their responsibilities;
- ensure staff in their faculty/department attend training and induction designed to inform and protect them about risks associated with their work;
- encourage the formal reporting of hazards and incidents arising in the workplace;
- inform school leadership about hazards or issues which do or could affect health and safety and over which they cannot exercise control;
- respond appropriately to staff reporting work related psychosocial issues which have the potential to affect health (e.g., conflict between staff, bullying, harassment, and violence); and
- participate in workplace inspections, incident investigations and other WHS activities on request.

Behavioural expectations and fair treatment in the workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review.

Conditions of employment

Where the appointee is a teacher:

The term of appointment for the position is three years. The salary and conditions entitlement is consistent with that of the South Australian Catholic Schools Enterprise Agreement as may be in force from time to time ("Enterprise Agreement"). This position is a Position of Responsibility (POR 2) and includes a time release of at least 0.64FTE (i.e., the successful candidate will teach two lines).

Where the appointee is not a qualified and registered teacher:

The salary and conditions entitlement is consistent with that of the Enterprise Agreement as follows:

Category:	Education Support Officer
Classification:	Grade 6
Weeks:	45 weeks (negotiable)
Prime location:	Marcellin Campus, Somerton Park, but with flexibility to work at any College site as required.

In keeping with the Enterprise Agreement, permanent ESO positions are untenured. Additionally, this position attracts a discretionary allowance equivalent to a Position of Responsibility (POR 2).

Reporting/working relationship

Immediately responsible to:	Director of Teaching and Learning
Line management from:	Deputy Principal / Principal

The College Principal is responsible for general employment conditions.

References

Institute of the Marist Brothers of the Schools. (2023). *In the footsteps of Marcellin Champagnat: Marist educational mission* (2nd ed.). Rome: Marist Brothers – Secretariat for Education and Evangelisation.

Marist Schools Australia. (2023). [School Improvement – A Conversation](#).