

Position Description & Duty Statement

Head of Student Pathways



POSITION TITLE:	Head of Student Pathways		
EMPLOYMENT TYPE:	Full Time	REPORTS TO:	Principal
CLASSIFICATION:	Teachers Salary - Step 1 – 10, dependant on relevant teaching experience as per Teachers Salary Schedule and positional allowance.		
DATE LAST REVIEWED:	June 2024	APPROVED BY:	Principal, St Mary's College
ACCREDITATION LEVEL:	Accreditation to Teach in Catholic Education (Schools)		

Our Mission

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

Our Core Values

Courage

Upholding the Catholic faith and all Christian values and being true to ourselves.

Love

Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

Empathy

Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.

Acceptance

Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

Resilience

Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

Our Motto - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

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Purpose of Position

The Head of Student Pathways will be responsible for leading and promoting opportunities for all students on our secondary campus and ensuring the very best outcome for every student. This position is a middle leadership role that works alongside Head of Learning Area and Head of House teams to ensure the most appropriate and best options are presented to students, staff and families. The role is divided into four main areas of focus;

VET - Develop and oversee Vocational Education and Training (VET) programs, ensuring that students have access to practical and industry-relevant skills and qualifications. The Head of Student Pathways will liaise with external training providers and industry partners to enhance VET opportunities, thereby bridging the gap between education and industry requirements, and preparing students for successful careers.

Careers - Careers component is focused on providing comprehensive career guidance and support to students, helping them understand and explore various career paths. This includes organising career events, workshops, and information sessions for both students and families. Additionally, the role involves staying updated on job market trends and requirements to offer relevant and current career advice, ensuring that students are well-informed and prepared for their future professional endeavours.

Pathways - Ensuring quality pathways requires collaboration with all stakeholders to develop and implement clear, individualised pathway plans for each student. This includes regularly reviewing and adjusting these plans to align with students' evolving goals and interests. Additionally, the role involves monitoring students' progress and providing ongoing support to help them achieve their pathway objectives, ensuring each student has a tailored and effective plan for their academic and career success.

Engagement - Engagement focuses on working with students, student action teams, and families to identify and provide the most appropriate engagement opportunities. This involves fostering a supportive, innovative and inclusive environment that encourages student participation in various school activities inside and outside the College. Additionally, the role includes addressing and managing any engagement challenges, ensuring students remain motivated and actively involved in their educational journey.

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Key Responsibilities and Duties

The key areas of responsibility of VET, Careers, Pathways and Engagement include further detailed responsibilities and duties.

Catholic Identity:

- Model and maintain the Catholic ethos and traditions of the College, ensuring they are reflected and encouraged in all day-to-day mannerisms and teachings.
- Actively contribute to the religious life of the College and the spiritual development of both staff and students.
- Participate in staff faith formation activities and other significant events,
- Assist in planning whole College events and activities as required by the College Leadership Team.
- Providing effective pastoral care to students, staff, parents and other stakeholders.
- Ensure that all undertakings are student focused.
- Foster positive relationships with students, ensuring they are treated as a 'whole' person with individual needs.
- Commit to undertake and maintain Accreditation to Teach in a Catholic School.

Education:

- Manage and collaborate school VET courses, school-based and external opportunities and RTO providers.
- Oversee and encourage endorsed programs.
- Lead VET teachers in their classroom practices.
- Provide VET enrolments data to Deputy Principal Teaching and Learning for reporting.
- Coordinate the careers program, the teaching and learning program, resources and lesson plans.
- Report to Deputy Principal Teaching and Learning, VET results for reporting.
- Oversee marks books on SEQTA of VET teachers.
- Oversee workplace learning for Year 10, 11 & 12
- Develop the careers teaching and learning program
- Oversee marks books on SEQTA of Careers teachers
- Keep abreast of latest developments from the SCSA and Australian Curriculum, Assessment and reporting Authority (ACARA)
- Work closely with HOLA's and HOH in maintaining pastoral and academic progress of students.
- Provide course counselling during subject selection and upskilling of all staff in this area.
- Create, coordinate and revisit individual pathways plans for students.
- Participate as a member of the Tier 2 team to facilitate tier 2 engagement programs
- Prepare reporting for SCSA – reporting to the Deputy Principal Teaching and Learning

Community:

- Become a member of the organising committee for the West Kimberley Career Expo.
- Manage traineeships/apprenticeships and external VET.
- Build a network of providers for external study options for students and maintain positive college/ stakeholder relationships
- Investigate and promote career opportunities, university and state providers.
- 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 open days, transition from work to school or further study
- Support students and work closely with parents in addressing students' engagement and options.
- Investigate and book university and general pathway educational sessions for Years 10-12.
- Prepare marketing materials to support and promote pathways opportunities
- Support students to apply for scholarship and award opportunities

Stewardship:

- Manage and maintain VET and Careers budget.
- Maintain a resource space that has up to date and relevant information on careers, post school options, VET and training opportunities.
- Attend middle leader meetings and responsibilities associated with leadership.

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Selection Criteria Skills & Experience requirements

Essential Qualities:

- Be fully supportive of the objectives and ethos of Catholic Education.
- Strong professional experience in his/her teaching areas and a demonstrated ability to lead innovation across the school. This includes an ability to foster innovation and a commitment to the school's philosophy of 21st Century Learning and student-centred learning strategies with the exploration of new models of teaching to improve outcomes for all students.
- Excellent verbal and written communication skills, and the ability to liaise effectively with students, parents and staff.
- Have highly developed organisational and interpersonal skills, including the ability to resolve conflict, lead and build a team, and solve problems in a creative way.
- An ability to work collaboratively as part of the Teaching & Learning Team to plan and implement whole school goals and to effect change.
- Be prepared to participate in Co-curricular activities.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- An understanding of the issues affecting young Indigenous people.
- Strong professional judgement, including the maintenance of absolute confidentiality, ensuring appropriate liaison with relevant colleagues and outside agencies and fulfillment of legal responsibilities.
- Meticulous record keeping skills and an understanding of the legal implications surrounding the maintenance of records.

Qualifications Required:

- Relevant 4-year tertiary qualification.
- Current registration with Teachers Registration Board WA.
- Current Working with Children Check.
- Accreditation to Teach in Catholic Schools.

Desirable:

- Minimum 5 years teaching experience
- Relevant experience in a similar position or other middle-management role.
- Ability to teach Religious Education

Child Safe Framework

St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

Code of Conduct

All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

Workplace Health & Safety

It is every employee's responsibility to:

- Promote a safe and healthy working environment that complies with WHS requirements.
- Take a shared responsibility to ensure the safety and well-being of self and others.
- Utilise all protective equipment provided and as instructed.
- Work in a safe manner while exercising due care and caution.