ST MARY'S COLLEGE
EST. 1869

Position Information Document

R – 12 Futures and Pathways Leader

Position Details

Role Title:	R – 12 Futures and Pathways Leader
Directly Responsible to:	Deputy Principal: Learning, Practice and Achievement and ultimately to the Principal
Classification:	Teacher or; Grade 6, Subclassification: Administration Stream *Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers.*
Hours per week:	30 hours 0.8FTE
Tenure:	Permanent
Commencement:	21 January 2027
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

Role Description

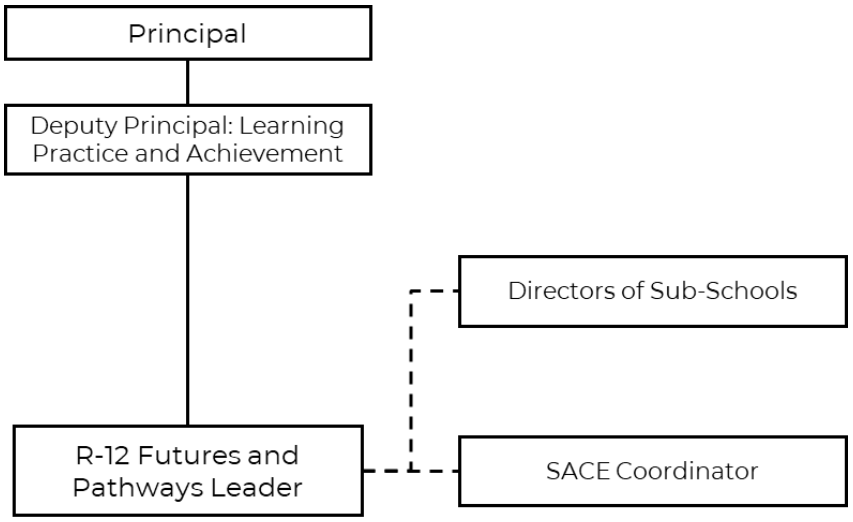
The R – 12 Futures and Pathways Leader will, in collaboration with leadership, parents and the wider community, strengthen the College's ability to effectively support students for their future and skilled careers by leading the design, development and implementation of an integrated whole school approach to career education and development, vocational education and training and professional career coaching.

Key Working Relationships

The R – 12 Careers Education and VET Coordinator will work closely with the following:

- Deputy Principal: Learning, Practice and Achievement
- Director of Personalised Learning
- SACE Coordinator
- Leaders of Learning
- Sub School Directors and Year Level

Coordinators Team Leader: Deputy Principal
The College Principal is responsible for the general employment conditions of all staff.



Key Responsibilities

The R – 12 Futures and Pathways Leader will:

- Lead the development of a whole school approach and engagement with contemporary, innovative career education and development.
- Map, implement, monitor and continuously improve existing career education and development across the College.
- Oversee the implementation, growth, development and maintenance of Vocational Education and Training within and connected to the College to raise the value and perception of VET pathways within the College community through:
    - Establishment, management and monitoring of partnerships with RTOs/GTOs
    - Oversight of College delivery and compliance requirements for VET courses and maintenance of the required qualifications
    - Community education and recognition of benefits and success
- Collaborate with the Emerging Identities and Futures and Activating Identities and Futures teaching teams to support student learning.
- Collect, analyse and map career readiness data from students to inform delivery of timely and relevant career education and development.
- Work with teaching staff to provide professional development, advice, and guidance to build capacity to deliver quality career education and development.
- Develop, document and advise on Career Plans with students.
- Develop transition plans including supporting SATAC applications with school leavers and families into further education, training, or employment.
- Provide expert advice and apply professional knowledge in relation to the provision and delivery of ethical and measured career coaching, including Learning Review

sessions and Subject Selection Expo support, for students and families as required, either individually, small group or classroom settings.
- Develop and organise the delivery of projects and programs that increase parents' awareness, knowledge, understanding and confidence to be effective career partners.
- Collaborate with the Deputy Principal: Learning, Practice and Achievement, the Senior Years team, parents and students to implement Flexible Apprenticeships and Traineeships as an alternative to traditional SACE completion.
- Coordinate and support students to access overseas scholarships as required.
- Continue to nurture partnerships with universities, industry and the wider community.
- Coordinate, organise, implement, and promote a Work Experience Program and Work Placements as required.
- Engage with professional networks and ongoing learning to ensure a career development and education approach that is contemporary.
- Participate in Monday professional learning and in the Leaders of Learning meetings.
- Contribute to the WRAP curriculum in collaboration with Year Level Coordinators.

Key outcomes

- A coherent and contemporary R–12 Futures and Pathways Framework is implemented across the College, ensuring all students engage in age-appropriate career education, exploration, and planning.
- Students demonstrate increased career readiness, self-awareness, and future planning capability, supported through personalised career coaching, career planning, and pathway guidance.
- High-quality and diverse post-school pathways are accessible to students, including university, vocational education, apprenticeships, traineeships, employment, and entrepreneurial opportunities.
- The Blue Star Program and Flexible Industry Pathways are successfully promoted and embedded as valued and viable pathways for students and families within the Senior School.
- Strong partnerships with universities, registered training organisations (RTOs), employers, industry groups, and community organisations support authentic learning experiences and pathway opportunities for students.
- Increased participation, engagement, and successful completion of Vocational Education and Training (VET), workplace learning, apprenticeships, traineeships, and work experience programs is achieved across the College.
- Parents and caregivers are empowered as informed partners in pathway decision-making through effective communication, education programs, and access to current labour market and post-school pathway information.
- Data-informed practices are used to monitor student aspirations, pathway destinations, and career readiness, leading to continuous improvement in futures education, transition planning, and post-school outcomes.

All staff members at St Mary's College will:

- Actively support and contribute to the Catholic identity and Dominican ethos of St Mary's College.
- Interact with colleagues, students and parents in a positive, respectful and restorative manner, utilising a high level of emotional resilience and conflict management strategies.
- Act professionally, ethically and with integrity.
- Show high level awareness of what is required to protect the safety and wellbeing of the children and young people in our care.
- Contribute to community development and wellbeing through engagement with staff formation and community events.
- Demonstrate a high level of confidentiality, autonomy and initiative within the scope of their role.
- Possess highly developed organisational and planning skills.
- Model a high standard for students with regards to personal presentation and professionalism.
- Understand and adhere at all times to all relevant legislative, College, CESA and DEA Policies and Procedures.
- Utilise the College communication avenues for all correspondence with students and families, adhering to the communication guidelines in the Staff Handbook.
- Complete all administrative tasks as required or directed, including but not limited to record keeping, surveys, distribution of materials, supervisory responsibilities and duty of care provision.
- Attend professional learning, parent evenings, learning reviews and other co-curricular activities in accordance with the Enterprise Agreement (2020) (as amended or replaced).
- Demonstrate commitment to ongoing development as a learner and reflective practitioner through engagement with the College performance and development process.
- Complete any other duties as directed by the Principal.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective, collegiality and humour.

Selection Criteria

Qualifications and Licenses

- Teacher's Registration with the Teachers Registration Board of South Australia where applicable.
- Teacher Accreditation in Catholic Education SA where applicable.
- Qualifications in, and knowledge of, the Keeping Safe: Child Protection Curriculum where applicable.

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect - Education and Care) Certificate or Child Safe Environments Certificate
- First Aid Certificate (HLTAID012 - Provide First Aid in Education and Care Setting)
- SALT Compliance Training and WHS modules, as issued by the Catholic Education Office, as required.

Knowledge, Skills and Experience

- Strong knowledge of contemporary career development and education practices, with the ability to translate these into meaningful learning and pathway opportunities for students.
- Sound knowledge of senior secondary, VET, tertiary, apprenticeship, traineeship and employment pathways.
- Experience providing career coaching, pathway guidance and transition planning to young people.
- Demonstrated ability to develop, coordinate and continuously improve career education, VET, workplace learning and pathway programs.
- A commitment to student-centred practice, recognising individual strengths, aspirations and diverse pathways to further education, training and employment.
- Excellent written and verbal communication and relationship-building skills
- Ability to collect, interpret and use student and pathway data to inform planning, evaluate outcomes and drive continuous improvement.
- Intermediate computer literacy skills, or other and proficiency in Outlook, Excel, Word

Work Health & Safety (WHS) Role

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:–

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

(Reference: Division 4, Section 28 WHS Act 2012)

Conditions of Employment

The salary and entitlements are consistent with those outlined in the Enterprise Agreement (2020).

The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement (2020).

Acknowledgement

No Position Information Document can capture the complexity of tasks within a school. Therefore, this Position Information Document should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

The College reserves the right to review, update, and amend this Position Information Document at any time.

In alignment with the College's ongoing strategic growth and development, all responsibilities outlined in Position Information Documents may be adjusted to reflect the changing needs of the College and to support its continued improvement and strategic direction.

St Mary's College is committed to continuous improvement, and all roles within the College play an integral part in its development.

As roles naturally evolve, the College is committed to regularly reviewing and updating Position Information Documents to ensure they accurately reflect each employee's contribution.

Acceptance

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

_____	_____
Heidi Senior **Principal**	Employee Name and Signature
_____	_____
Date	Date