



Role Description

Pathways Leader

CLASSIFICATION:	TERM:	TIME ALLOCATION:	REPORTS TO:
POL 2	2026 - 2028 +1 year (optional/discretionary) Ongoing teaching role	11 periods per cycle	Deputy Principal Learning and Teaching
DIRECT REPORTS:	Careers Educators VET Coordinator		
APPOINTMENT TERMS:			
Employment is in accordance with terms and conditions of Catholic Education Multi-Enterprise Agreement 2022: Diocese of Ballarat, Diocese of Sandhurst, Archdiocese of Melbourne and Lavalla Catholic College, Traralgon (CEMEA 2022). Remuneration in accordance with CEMEA 2022			



POSITION PURPOSE

The Pathways Leader oversees the careers program from years 9 – 12. Working with the team of careers teachers, the Pathways Leader will oversee career and vocational education to ensure students are well informed about career pathways. The Pathways Leader will also oversee all VAL students' programs at the College, including training plans, assessment and reporting requirements. They liaise with a wide range of stakeholders including the school community, the wider community and education and training bodies. This includes the VET programs undertaken at the College. The Pathways Leader has specific expertise and qualification in or is working towards qualification in Careers Education.

Key Performance Indicators

- ▶ Review and renewal of pedagogy, curriculum design and visible learning feedback culture within the curriculum area
- ▶ Lead and manage an approach to building team culture and collaboration consistent with the College's school improvement philosophy of leadership.
- ▶ Creation, implementation and monitoring of an evidence-based approach to enhancing student engagement and outcomes.
- ▶ Develop an effective practice and approach to coach and mentor teachers.

The accountabilities within the role are as follows but not limited to



Pathways Leadership

- ▶ Lead a collaborative approach to planning, documenting and coordinating the careers program for Years 9-12.
- ▶ Ensure documentation on ATLAS for each year level program and ensure that it is shared with the Deputy Principal – Learning and Teaching and the relevant teachers Year Level Coordinator.
- ▶ Lead and facilitate professional learning within the Careers Team.
- ▶ Prepare and submit the budget for the Careers and VAL, including review of recurrent expenditure and application for capital expenses when required.
- ▶ Coordinate effective communication within the Careers Area, including the dissemination of information and facilitate meetings for planning.
- ▶ Lead and represent the Careers Area in public forums such as Subject Selection Information sessions, parent evenings, and other events.
- ▶ Coordinate all aspects of student administration in VAL studies including enrolment, assessment, monitoring and record keeping.
- ▶ Review student VAL programs on a regular basis and revise as needed in consultation with the student and parent whilst prioritising the desired outcomes of VAL participation for individual students.
- ▶ Collaborate with vocational teachers to develop appropriate learning and assessments for the learning outcomes of the VAL units delivered in the school to support the individual needs of students.
- ▶ Support the Wellbeing Team with student referrals and support the attendance of PSG meetings.
- ▶ Attend VCAA Quality Assurance sessions and participate in the quality assurance process.
- ▶ Provide support services or referrals for VAL students.
- ▶ Build collaborative relationships with Vocational teachers, VET/Careers teachers, Year Level Coordinators, and external stakeholders in order to provide a high standard of delivery within the Vocational program.
- ▶ Establish connections with external agencies that will promote community links, support and structure work placements for VAL students.
- ▶ Oversee the requirements for students undertaking work experience, structured work placement and school based apprenticeships and training.
- ▶ Attend professional learning activities and local network meetings in order to maintain support and information for the VAL program.
- ▶ Provide information to the school community about VAL programs.
- ▶ Provide enrolment and assessment advice for VAL VCE and VET to the VASS Coordinators within the required time frame for VASS data requirements.



Pedagogical Leadership: Leadership for Powerful Teaching

- ▶ Liaise with relevant groups both within and external to the College to ensure that the learning environments are:
 - connected to local and global networks
 - collaborative
 - secure and safe
 - flexible
 - supportive of innovation
- ▶ Lead staff to develop and review core knowledge, skills and understanding through:
 - reflecting and planning
 - thinking and working creatively
 - communicating and collaborating
 - exploring
 - practical data-driven teaching practices
 - experimenting and creating new knowledge
- ▶ Use contemporary literacies that:
 - involve the development of culturally relevant and valued practices
 - create and interact with print, non-print and multimodal texts
 - engage critically in a multimodal world, and

- communicate appropriately in a range of social contexts
- ▶ Lead staff to develop and regularly review courses to provide students with modern curriculum delivery and enable students to explore multiple perspectives, consider religious, social, cultural, historical, political and ethical influences and experience, analyse, conceptualize and apply deep understandings about self, others and the world.
 - Support staff to build relationships by contributing to the community through taking action that matters, committing to justice and service and by developing partnerships leading to active citizenship
 - Lead and facilitate professional learning within the learning area for powerful teaching and learning of a high standard
 - Oversee development of course documentation (course outlines, subject selection information and examinations) for each subject each year and ensure that it supports curriculum delivery across the faculty
 - Oversee the content and check the appropriateness of report templates for each subject
 - Keep informed about all aspects of curriculum development and teaching and learning practices
 - Hold learning area meetings as required to discuss co-ordination of work, curriculum development as necessary to support teaching staff in their learning area to develop their professional understanding
- ▶ Lead and represent the learning area in public forums such as subject selection Information sessions, parent evenings, and other events (ie: subject association, CECV, MACS, VCAA meetings, seminars etc)

General

- ▶ Prepare, submit and review budgets, including review of recurrent expenditure and application for capital expenses when required.
- ▶ Facilitate effective communication, including the dissemination of information from ACARA, CECV, VCAA, AITSL and relevant subject associations and facilitate meetings for planning.
- ▶ Provide advice to the Principal and Deputy Principals regarding the appointment of new staff and the allocation of teaching loads.
- ▶ Work collaboratively with YLC's and other leaders.
- ▶ Other duties as directed by the Principal.

Leadership

- ▶ Understanding of the commitment to the Catholic and Presentation ethos of our learning community and how this would be evident in the specific role being applied for.
- ▶ Contemporary leadership vision for the specific area/role that has education of the whole student at its centre in alignment with our school improvement plan.
- ▶ Commitment to working collaboratively to create a culture of continuous school improvement in the specific leadership area and building the capacity of staff and students.
- ▶ Active leadership of new staff and participation in the People and Culture Induction program.
- ▶ Commitment to personal professional learning and the development of team-based practices.
- ▶ Capacity to meet the leadership and management requirements of the leadership area in a timely manner, ability to sustain professional relationships and build an effective team culture.

Team Memberships and Relationships

- ▶ Team Memberships
 - Curriculum Leaders Team
 - VAL Team
 - Careers Team
 - Wellbeing Team
- ▶ Relationships Internal
 - Deputy Principal Learning and Teaching
 - Learning Diversity Leader
 - Learning Leaders
 - Careers Teachers
 - Vass Administrator

- Curriculum Leaders
- Leadership Team
- ▶ Relationships External
 - Broader school community

Position requirements

Knowledge and skills for this role

- ▶ Ability to provide Pedagogical Leadership to learning area staff for powerful learning and teaching.
- ▶ Established prior teaching experience with a preference for experience in explicit teaching practices and learning and use of student data to maximize learning outcomes.
- ▶ Sound knowledge and understanding of their subject area.
- ▶ Experience in explicit teaching practices and learning and use of student data to analyse outcome sand maximise learning outcomes.
- ▶ Knowledge of and experience in the practical application of Restorative Practices to achieve positive outcomes,

Education / Qualification

- ▶ Relevant degree/post graduate qualifications.

General requirements for all teaching staff

- ▶ Current VIT registration or other registration as appropriate.
- ▶ Accreditation to teach in a Catholic School or a willingness to seek accreditation as soon as possible, and a commitment to the ethos of Catholic Education.
- ▶ Understanding of and commitment to legal and moral obligations relating to child safety.
- ▶ Anaphylaxis training – 22300VIC accreditation OR to have successfully completed the ASCIA e-training for Victorian Schools with verification of practical application completed within 30 days, to be fully compliant.
- ▶ Completion of DET mandatory reporting e-learning module (non-government schools).
- ▶ Commitment to personal professional growth.

School wide accountabilities for all staff

- ▶ Proactively demonstrate Avila College values of inspiration, relationships, achievement, faith and community in daily work and interactions with students and colleagues.
- ▶ Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.
- ▶ Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- ▶ Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- ▶ Maintain excellent communication and relationships with students and other staff.
- ▶ Attend all relevant school meetings and College events including assemblies, Mass, community and faith days as well as professional learning opportunities.
- ▶ Participate in duty supervision as rostered and other supervision duties when required.
- ▶ Understand and comply with the standards of professional practice as articulated by the Victorian Institute of Teaching (VIT), Australian Institute of Teaching and School Leadership (AITSL) and the Catholic Education Commission of Victoria (CECV).
- ▶ Demonstrate and ensure compliance with VIT Registration Requirements; Code of Conduct and Ethics and Avila College's policies and procedures including the College's Child Safety Code of Conduct and Child Safety Policy.
- ▶ Adhere to the College's professional dress code.



People and Culture

- For further information regarding this position, please contact People and Culture 9831 9636
hr@avilacollege.vic.edu.au



MISSION STATEMENT

We offer Avila girls the best Catholic education and inspire successful futures.
We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.
We teach, guide and support our girls to achieve that vision for themselves.
We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.

VISION STATEMENT

We inspire our girls today to become successful women tomorrow.

CHILD SAFETY COMMITMENT

Avila College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.