



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Director of Student Pathways
Classification	Full Time
Position of Leadership	POL 4
Time Allowance	20 x 70 minute periods per 10 day cycle
Length of Appointment	3 years
Key Reports	Deputy Principal Learning & Teaching
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	Learning & Teaching Team Curriculum Leadership Team VCE/VM/VPC Team (Chair) School Improvement Team Primary Links Team

Purpose of the Position

The Director of Student Pathways is responsible to the Deputy Principal Learning & Teaching for the duties outlined below in accordance with Catholic Regional College Caroline Springs policies and procedures. The role of the Director of Student Pathways consistent with the College Mission Statement is to provide a vision for and leadership in the provision of a quality educational program, consistent with a culture of transformation and innovation.

The responsibility of the Director of Student Pathways includes strengthening the performance and development culture of the College by promoting an enriching, supportive and motivating environment for staff, which encourages a sharing of skills, knowledge and ideas. The role of the Director of Student Pathways is centered around staff development and the creation of programs, which build on the AITSL standards: professional knowledge, professional practice and professional engagement.

The Director of Student Pathways will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Portfolio Responsibilities

1. To work in cooperation with the Pathways Programs Coordinator to develop a Careers curriculum program based upon best practice as highlighted by educational research.
2. To provide a career development service to students ensuring that they; understand their interests, values and aptitude; have opportunities to explore the world of work; examine the education and training opportunities available to assist their transition into the workforce and; understand their employability and enterprise skills.
3. To provide careers counselling for students as required, including discussing with students appropriate subject choices and courses for their chosen career and coordinate the College's subject selection process.
4. To coordinate the College's Year 8-10 Examination process.
5. To oversee Student-Parent-Teacher Interviews and the implementation of Student Led Conferences.
6. To organise and oversee the College's Subject Selection processes, including subject changes, and associated parent information evenings.
7. To coordinate Headstart programs for students and teachers at the College as required.

8. To work in cooperation with the Deputy Principal Learning & Teaching to coordinate the College's Presentation Evening: A Celebration of Excellence and management of student awards.
9. To oversee the College's VCE, VPP and VET Programs, including development of associated Handbooks for students, parents and teaching staff, chairing VCE and VPP Meetings and VCE Student Review Panels.
10. To work with the VASS Coordinator to ensure compliance with VCAA requirements, including data collection and transfer from the College to the VCAA.
11. To oversee the scheduling of VCE SAC's and Examinations, completion of VCAA audits and special provision applications and dissemination of changes to VCAA policies, study designs and timelines to students and teachers as required.
12. Oversee the application for new VCE/VET subjects at the College in conjunction with the relevant Learning Area Leader.
13. Conduct regular appraisal meetings for teachers in the Curriculum Leadership Team, with a view to reviewing and supporting future professional growth and development, as outlined in Professional Learning Plans.
14. To oversee processes related to the monitoring of students at risk of non-promotion on academic grounds, including the assembling of information for the purposes of activating and following up interventions.

Common Responsibilities

1. Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement in student learning outcomes.
2. Make recommendations and contribute to Curriculum Team discussions about the nature of learning and teaching programs at Year 7-10 following analysis of annual course submissions by Learning Area Leaders and subject teachers.
3. Provide leadership in and contribute to developing staff capacity in ICT, including modelling exemplar practice.
4. Contribute to curriculum policy review and creation, as recommended by the policy review schedule.
5. Contribute to the College transition process including transition assemblies, course advisor's workshops, course advice days and parent information nights.
6. Other duties as required by the Principal and/or Deputy Principal Learning & Teaching.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. A clear vision for the development of a challenging curriculum for a contemporary Catholic College.
5. Excellent leadership, organisational and administrative skills.
6. Highly developed interpersonal and communication skills.
7. An ability to work collaboratively and facilitate dynamic teamwork.
8. An understanding of SEQTA or other relevant Learning Management Systems.
9. A proven capacity to develop Careers education programs and inform student pathway decisions.
10. Experience in VCE and VET administrative requirements.
11. An understanding of effective use of educational research.
12. Proven success as an exemplary teacher.
13. Appropriate qualifications and educational experience.

Final Statement

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, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Prospective candidates are asked to submit their application via our employment portal (crccsvic.bamboohr.com/careers).

Applicants will be required to submit a cover letter addressing the portfolio responsibilities and key selection criteria (maximum 4 x A4 pages) along with an up-to-date resume.

Applications should be addressed to the College Principal Mr Jamie Madigan.

Applications close: 9:00am Monday 21st August 2023