

Now hiring

NT CHRISTIAN SCHOOLS

NT CHRISTIAN COLLEGE

PATHWAYS COORDINATOR

NT Christian College is seeking an enthusiastic and organised Pathways Coordinator to create and coordinate exciting opportunities in VET, apprenticeships, distance education and careers across NT Christian Schools. Working alongside students, families, employers and training providers, you'll help senior secondary students discover their potential, develop practical skills and take confident steps towards meaningful employment or further study.

IMMEDIATE START OR AS NEGOTIATED

WHY WORK WITH US

- Six weeks annual leave
- 15 days personal leave
- 12% Super Contribution
- Long-Service Leave, pro-rata, after five years
- Tuition discounts for staff children*
- Salary Sacrificing and health care corporate rates*
- Relocation assistance*
- Ongoing professional development
- Funded Masters degree through NICE*
- Additional paid maternity leave
- Staff wellbeing program

*Conditions apply

APPLY NOW

ntchristianschools.com.au
humanresources@ntchristianschools.com.au

JOB DESCRIPTION

Job Title:	Pathways Coordinator
Job Type:	Fulltime 1.0 FTE
Salary Classification:	AO Scale, AO 4.1 - AO 4.6
Salary Range:	$ 81,625 - $93,706; depending on qualifications and experience. Plus, superannuation contribution of 12% of your annual salary
Annual Leave:	6 weeks
Location:	NT Christian College
Reporting to:	Principal of NT Christian College
Date advertised	November 2026

Introduction

NT Christian Schools is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction. Accordingly, in furtherance of the religious ethos of NT Christian Schools all staff will be required to deliver or contribute to religious education, to lead or otherwise assist in the conduct of religious services and otherwise engage in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies), either with fellow staff or students. As representatives of NT Christian Schools, it is a genuine occupational qualification of such roles that applicants hold and act consistently with the religious beliefs of NT Christian Schools, including as articulated in the Policies and Procedures of NT Christian Schools.

NT Christian Schools exists to provide a thoroughly Christian education and to give effective witness to the biblically based religious beliefs of the Company. As such, holding the religious beliefs of NT Christian Schools as articulated in the Policies and Procedures of NT Christian Schools is a genuine occupational qualification of this role.

You are expected to have a clear understanding of, and unqualified commitment to the biblical basis, including as articulated in the Policies and Procedures of NT Christian Schools, and to act both in the work place and in other contexts in ways that are consistent with those beliefs, in order to provide an authentic Christian witness.

This role is required to practice, deliver and contribute to religious education in a manner that is consistent with the Policies and Procedures of NT Christian Schools and to model a life consistent with those beliefs. As such, this role requires the highest commitment to the Lord, the Bible and to schooling from a distinctively Christian perspective, consistent with the Policies and Procedures of NT Christian Schools.

This will be evident in supporting the teaching of the Australian curriculum from a biblical worldview, participating in and leading staff devotions and leading student devotions and prayer time and through the sharing of your personal testimony. In addition, staff offer a reflection of their own growing relationship with Christ, which is itself affirmed by living a life consistent with the teaching of

the word of God. Accordingly, the modelling of an authentic Christian life is a core requirement of the position, reflecting the foundational contribution the position makes to the maintenance of the religious ethos of the school.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. NT Christian Schools has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

All employees for NT Christian Schools are to be committed to ensuring child safety, health and wellbeing practices are followed and upheld. These practices are embedded in NT Christian Schools policy and culture as guided under current legislation.

General Expectations

NT Chrisitan College is the Senior-secondary Education Provider for NT Christian Schools. NTCC provides NTCET Stage 1 and Stage 2 education across NT Chrisitan Schools campuses. For over 30 years NT Christian College has provided high-quality Christian education in a positive, rigorous and community-focused environment. The aim of NT Christian College is to provide high-quality Christian education for students and families across the NT, no matter their gifts, abilities, or background.

These responsibilities and duties are underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, Christ-centred and safe work environment.

Primary Role

The Pathways Coordinator is responsible to the Principal of NT Chrisitan College. They work as part of the NTCC leadership team and coordinate the Pathways Development Team, providing expertise in Vocational Education and Training, Distance Education, School-based Apprenticeships, and Careers. They work with the NTCC leadership team to develop pathways for senior secondary students across NT Christian Schools campuses. They facilitate the effective management of student pathways opportunities to maximise student achievement into meaningful post-school destinations.

It is our belief that God has called us all for a purpose and it is our desire to see senior secondary students grow in confidence as they learn the skills that will benefit them in their post-school destination. We seek to develop student's whole person as we help them grow into the young men and women God has called them to be.

Key Duties and Responsibilities

- To effectively witness to the beliefs articulated in the Company's Policies of NT Christian Schools by modelling an authentic life of faith lived in accordance with those beliefs, and with general Christian principles.
- To contribute to the spiritual life of the school by leading or otherwise assisting in the conduct of religious services and otherwise engaging in religious practices and observances (including, but not limited to, leading prayers or devotions and sharing testimonies).
- Demonstrate excellent communication skills, written and verbal.
- Maintain the capacity to be an active team member and work collaboratively.
- Experience in, or willingness to learn, technology including computers, online platforms and data management software.
- Support the NT Christian College leadership team and students with administrative tasks related to operations of Vocational Education Training, School-based Apprenticeships and Traineeships, careers pathways programs, and student placements.
- Maintain, verify and update student information across multiple systems including Excel, student databases and online learning.
- Keep up to date records of student placements, pathways plans, VET training and required learning subjects, notifying relevant staff of changes and updates regularly.
- Support students in administrative and personal tasks to enrol in and complete online distance learning subjects and prerequisite subjects for further study according to individual pathways, including case management to ensure students remain on track.
- Develop and promote new and existing pathways opportunities to students.
- Articulate pathways to student families and carers, educate all involved and mediate discussions to ensure the best possible outcome for students.
- Ensure clear communication, progress and achievements for students completing Vocational and Apprentice based training between trainers, teachers, students, families and carers.
- Mentor and support students to promote success in employment or study opportunities.
- Liaise with various Registered Training Organisations, employers and educational programs to enhance opportunities, pathways and outcomes.
- Complete administrative tasks and support students in their required administrative work related to engagements, permissions and achievements throughout program involvements.

Essential

- A committed Christian actively involved in your local church.
- Demonstrate or be willing to develop, the ability to draw upon the beliefs articulated in the Policies and Procedures of NT Chrisitan Schools to prepare an environment and culture of biblical perspective enhancing significant outcomes for students.
- Certificate IV in Career Development or willingness to obtain
- Excellent interpersonal skills, administrative skills and leadership capacity.

Desirable:

- Experience working in a school setting.
- Experience in Canvas (or similar Learning Management System), Compass (or similar Student Management System), Griddle (or similar timetabling software) and knowledge of working with student information databases.
- Experience in career pathways coordination with senior-secondary students.

Further Requirements

- Must hold or be willing to obtain a valid Working with Children Card.
- Must hold or be willing to obtain a valid NT police check within the last 12 months.
- Must hold a current NT Driver's License.

Please click the link to the Australian Professional Standards for Teachers (APST)

(https://www.aitsl.edu.au/teach/standards)