

### Role Description

<b>Job Title:</b>	<b>Pathways Coordinator</b>
<b>Job Type:</b>	Full-Time
<b>Salary Classification:</b>	NT Christian Schools AO5.1, 10wks AL
<b>2022 Annual Salary Range:</b>	\$79,132 Plus superannuation contribution of 10% of your annual salary.
<b>School/Entity:</b>	NT Christian College
<b>Responsible to:</b>	Assistant Principal NTCC
<b>Date:</b>	January 2022

### Introduction

All people who work for the NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the Statement of Faith *What We Believe*. They should act in the work place and in other areas of life in ways that are consistent with those beliefs. Acknowledging that all people are fallible, and that good can ultimately only come from God, staff members are expected to be committed to following Jesus Christ and ought to serve and love one another as Christ loves them.

### General Expectations

The organisation's vision is to be *a Christian community learning together to live life as God intended, offering hope for the world*. Work in the organisation and in its educational communities involves serving and supporting those people for whom NT Christian Schools exists, namely students, trainees, their parents and communities. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. The organisation and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. The organisation expects its employees to be generous, open, effective and efficient, working as a team, attending to detail and contributing to pleasant and positive working relationships.

### Position Overview

The Pathways Coordinator is responsible to the Assistant Principal NT Christian College: Teaching, Learning and Pathways. They work as part of the curriculum and pathways teams and provide leadership and expertise in the VET and Careers area.

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They will work with the Assistant Principal, other Pathways team members and the NT Christian College (NTCC) Leadership Team to develop and implement upper school pathways. They work to facilitate the effective management and operation of the school's VET and related programs and to maximise student attainment of meaningful post school destinations.

The Pathways Coordinator position at NTCC involves the development of a Pathways program that allows students to explore career pathways and achieve VET Certificates whilst completing their NTCET. This role involves a number of tasks but at the heart of the job is a desire to see young people grow in confidence and to learn new skills that value add to their lives beyond school. God has called us all for a purpose and it is the vision of the Pathways team that, as students move through their senior years of Schooling, they will begin the journey that He has designed for them. We desire to have a 'Whole Person' approach to encourage the students to see themselves as the young men and women of God that they are.

### **Key Areas of Responsibility**

#### **Liaison between RTOs, Employers, School and student**

This role involves:

- Attendance at meetings where RTOs are present
- Signing and approval of Training Plans for students who are SBATs.
- Signing Endorsements of School Based Apprenticeships and/or Traineeships
- Acceptance and signing of Expressions of Interest for VET qualifications
- Provision of course information to students
- Monitoring of student progress and attendance at courses
- Addressing any concerns raised by the school regarding students
- Addressing any concerns raised by the RTO regarding students
- Assisting students to navigate their training and to help them be aware of key information
- Ensuring that we are partnering with parents throughout the process
- Build and Maintain positive relationships with employers

#### **Liaison between the Government and wider VET community in the NT**

This role involves:

- Attendance at the VET Coordinator meetings each term
- Submitting school application for VET courses and RTO selections
- Application of Job skill funding and the processing of these monies

#### **Promotions and Communication**

- Prepare written statements for the Annual College Report and the College newsletters and Yearbook.
- Promote activities that provide opportunities for students to follow their path and obtain learning and qualifications
- Promote employment opportunities in line with student pathways.

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## **Student Advocate**

- Ability to help mediate discussions between parents and students to ensure that the best possible outcome is available for the student. This may involve suggesting pathways or educating parents on the benefits of pathways.
- Helping teachers to be aware of extra pressures on students who are also completing VET. Encouraging clear communication between teachers and students to ensure a smoother journey for all involved.
- Mentor School Based Apprentices

## **Careers Adviser**

Student Development and Information Provision:

- Arranging guest speakers from various further education providers to provide opportunities and information for the students.
- Arranging excursions to events around Darwin that provide career and educational information to students.

Liaising with various Group Training Organisations to help place students in viable work placements and traineeship opportunities.

Discuss pathways and options with year 10 students to help them understand the process. Participate in the Subject Selection evening and arrange one on one interviews.

Provide students and parents with the necessary information for university applications through an after school information evening. Be available for interviews with students to help them understand and move through the process.

Attendance at various Career Adviser PD opportunities and regular meetings to encourage networking and promotion of Career education within the community is required.

- Promotion of NTCC at these events as well as building collegiality with peers is an important part of the role.

Research, identify, access and manage funding, grants and other incentive options and opportunities to facilitate enrichment, diversification and/or expansion of the school's VET and post school transitions capabilities.

## **Administrative Tasks**

Undertake the administrative tasks that are required to manage and support the running the NT Christian College VET and Careers programs. (This is completed in conjunction with the Pathways and Education Support Officer)

## **Selection Criteria**

### **Essential**

- ◆ Certificate IV in Career Development
- ◆ leadership Capacity

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- ◆ excellent interpersonal Skills
- ◆ capacity to be a constructive member of a cohesive team
- ◆ effective communication skills
- ◆ ability to reflect the Christian faith underpinning the school
- ◆ strong language skills (spelling and writing)
- ◆ strong keyboard skills and thorough computer literacy
- ◆ working knowledge of data bases
- ◆ current Senior First Aid certificate
- ◆ familiarity with Microsoft Windows environment
- ◆ good working knowledge of Microsoft Word, Excel, Outlook and Access
- ◆ current Northern Territory driver's licence
- ◆ NT Working with Children Clearance (Ochre Card)

***Any other duties as directed by the Principal***