

Position Description

Pathways Coordinator

Classification:	Position of Additional Responsibility
PAR Allocation	2 Leadership Points
Lesson Allocation	7 Lessons Per Week

Position Details

Purpose

The Pathways Coordinator is responsible for the oversight and management of all career development programs and the Vocational Education and Training (VET) pathways that utilise external Registered Training Organisations (RTOs) across the College. The position supports students to identify their career pathways, and monitors Workplace Learning and students who are completing pre-apprenticeship programmes. A key part of the role is collaborating with parents, business and industry, RTOs, and community organisations to facilitate and assist students to successfully transition to postsecondary education and employment.

Reporting & Working Relationships

(R = Report To, M = Manage, D = Take Direction From, P = Provide Direction To, W = Work Closely With)

Position	Relationship
Director of Teaching & Learning	R
Teaching & Learning Leader 7-12	D, W
SACE Coordinator	W
Learning Leaders	W
Student Services Officer	M

Special Conditions

- This role is a Position of Additional Responsibility and only available to a Middle & Senior School Teacher employed at the College.
- This position receives administration support from a Student Services Officer.

Key Result Areas

1. Career Development Program Management and Coordination

This KRA focuses on the overall management, review, and promotion of career development and counselling programs to ensure students are provided with high-quality, contemporary pathways advice.

- 1.1. Student Careers: Coordinate and manage all career development programs and provide career counselling for Middle & Senior School students. Provide individual and group counselling to students on career pathways. This includes assisting students with tertiary choices, job applications, and SATAC applications.



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- 1.2. Resource Management and Promotion: Actively promote VET and Careers advice to staff, students, and parents. Maintain contemporary and up-to-date careers information for students in a variety of forms.
- 1.3. Student Support and Personalisation: Personalise student opportunities by monitoring student interest and pathway direction, offering individual career opportunities where possible. Work with the 7-12 Teaching & Learning Leader to support students in their pathway decisions, including subject selection and career guidance.

2. Vocational Education and Training (VET) Coordination

This KRA focuses on the effective planning, administration, and compliance of the College's VET programs run solely through external Registered Training Organisations (RTOs).

- 2.1. VET Program Coordination: Oversee and coordinate all student VET pathways across the College. Manage students' selection, application, and enrolment processes with external RTOs, and manage communications to parents and students.
- 2.2. Training Agreements: Manage and ensure compliance with all VET in Schools Agreements (VISAs) and arrangements with external RTOs. Oversee Schools Based Apprenticeship and Training.
- 2.3. Compliance and Administration: Ensure that all VET program activities meet State and National legislative requirements. Act as the primary College liaison with RTO staff.
- 2.4. Monitoring and Reporting: Effectively monitor student progress and report student achievement as provided by the RTOs. Coordinate the submission of results from the RTO to the College and the SACE Board. Maintain accurate and up-to-date records of students undertaking VET units.
- 2.5. Resource and Information: Provide resources and current information to staff, students, and parents regarding VET courses, pathways, and RTO requirements.

3. Work Experience and Placement Management

This KRA focuses on organising, managing, and ensuring the safety and compliance of the Work Experience and Work Placement programs.

- 3.1. Work Experience Management: Oversee all aspects of the Work Experience program, including establishing links with the local and wider community and overseeing workplace check-ins by College staff.
- 3.2. Risk and Safety: Manage and maintain risk assessment plans across all Pathways programs, including VET Work Placement. Ensure all external placements comply with College Work Health, Safety and Welfare policies.
- 3.3. Collaboration for Pathways: Liaise with Learning Enhancement Coordinators and Flourish Leaders to ensure students in Years 9 and 10 have access to appropriate pathways, including workplace learning and VET programs.

4. Leadership, Staff Support, and General Administration

This KRA covers leadership responsibilities, professional development, budget management, and general administrative duties essential for the functioning of the role.



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- 4.1. People Leadership: Provide high quality leadership to direct reports through the provision of clear direction, support, and coaching to foster high level performance and a culture of ongoing professional growth in accordance with College staff management frameworks.
- 4.2. External Representation: Attend VET Coordinator events and networks meetings where required.
- 4.3. Budget Management: Manage and assume accountability of the VET and Careers budget, specifically covering RTO fees, resources, and associated operational costs.
- 4.4. Communication: Distribute information to staff, students and parents as required and contribute to College publications.
- 4.5. Event Coordination: Coordinate internal and external events including but not limited to Mock Interviews, Careers Expo, SATAC information events, University meetings and tests, and White Card courses.
- 4.6. Undertake Additional Duties: Undertake any other duties as requested and directed by the Director of Teaching & Learning to support the overall educational and administrative functions of the senior school.

Selection Criteria

Experience & Knowledge

- High-level knowledge and ability to maintain oversight and coordinate Vocational Education and Training (VET) courses delivered by external providers.
- Relevant experience with a focus on coordinating external VET pathways and RTO engagement.
- Demonstrated understanding of the nature of work and industry opportunities available to students, both while at school and post-secondary schooling.
- Experience in the development and implementation of activities and events.
- Demonstrated ability to monitor and analyse student data to track individual student progress and inform the strategic development of student opportunities.
- Demonstrated ability to relate effectively to a diverse range of staff, students, families, and external RTO personnel.



APPLICATION PROCESS

Applicants with sufficient skills and experience are required to:

1. Write a cover letter of up to two pages, addressing the selection criteria;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Head of People and Culture, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au

Applications close on **9am, Tuesday 16 December 2025**