

Marian College

Pathways Coordinator



Position Description

POR	POR 8 lessons time release per fortnight
Position reports to	Principal

Position Overview

The Pathways Coordinator plays a pivotal role in guiding students through their post-compulsory education and career planning. The role supports students in exploring meaningful pathways—whether through tertiary study, vocational training or employment—by providing personalised counselling, supporting subject selection, overseeing work experience programs, and fostering strong school–industry partnerships.

Catholic Identity and Mission

- Uphold the mission of Marian College and Kildare Ministries by guiding students with hope, courage and compassion as they discern their post-school futures
- Honour the dignity, gifts and aspirations of each student, supporting them to explore meaningful pathways in education, training or employment
- Seek and create opportunities for all students—regardless of ability or background—to flourish and find direction
- Foster a culture of encouragement and discernment, where students feel seen, heard and supported in their journey beyond school.

Leadership and Vision

- Maintain a deep knowledge of VCE, VET and Vocational Major (VM) requirements to support informed student decision-making
- Liaise with external organisations (LLEN, employers, tertiary institutions) to expand student access to real-world opportunities and future-focused planning
- Develop specific initiatives and activities that build student awareness of course options, career choices, and the world of work.

Pastoral Care

- Provide individualised counselling and guidance to students regarding subject selection, career aspirations and post-school options
- Meet with students and families to support transitions, change of preference decisions and pathway concerns
- Monitor student wellbeing during Work Experience and placements, including site visits and follow-up conversations
- Promote inclusive access to pathway planning, ensuring all students feel seen, supported and encouraged.

Academic Progress and Student support

- Collect and analyse student data—including interests, academic performance and career preferences—to inform pathway planning
- Support students in selecting subjects that align with tertiary prerequisites, vocational goals and personal strengths
- Guide students through VTAC processes, including course selection, SEAS applications and scholarship opportunities
- Maintain up-to-date resources and career information in the College's careers space, ensuring accessibility and relevance.

Staff Leadership and Development

- Share relevant updates and professional learning with staff regarding tertiary trends, employment opportunities and legislative changes
- Support staff understanding of pathway options and student transitions through clear communication and shared planning
- Support the development of courses and experiences that help students understand their interests, aptitudes and aspirations.

Communication and Engagement

- Inform students and families of pathway opportunities through assemblies, newsletters, bulletins and parent information evenings
- Coordinate messaging around Open Days, tertiary prerequisites, scholarships and vocational options
- Establish and maintain strong school–industry links, including partnerships with LLEN, local employers, and Registered Training Organisations (RTOs)
- Ensure timely and transparent communication around Work Experience, placements and career events.

Specific tasks

- Oversee Work Experience and Structured Workplace Learning programs, collaborating with Curriculum Leader Vocational Major, ensuring compliance with legislative guidelines and meaningful learning outcomes
- Participate in subject selection interviews and contribute to strategic staffing and course offerings
- Provide regular updates throughout the VTAC process to ensure students and families are informed and supported
- Provide individualised counselling and guidance to students regarding subject selection, career aspirations and post-school options as required
- Offer timely advice and support to Year 12 students throughout the VTAC process, including SEAS applications, change of preference, and post-results counselling
- Work in partnership with relevant staff to support all students eligible for SEAS categories.

Commitment to Child Safety

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Pathways Coordinator must:

- Adhere to Child Safety legislation and College requirements
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes.

Health and Safety

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.