

Position Description

Position Title	Pathways Advisor
Department	Operations
Reports To	Assistant Principal Education

Overview:

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

The SEDA College Board has entered into a contract with the SEDA Group that allows the College to deliver the SEDA model and its curriculum, while providing access to leading Victorian industry partnerships.

The Board chose the SEDA model as the foundation for SEDA College as a result of the model's success in engaging, educating and empowering young people since 2007.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students' perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College's core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be 'real-life' and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

Specifics

The position of Pathways Advisor is responsible for providing contemporary Pathways advice, education and information that supports all SEDA staff, students, parents and key program stakeholders in conjunction with the SEDA management team.

Specifically, this role involves:

- Assisting teaching staff in supporting students to secure appropriate personalised Structured Workplace Learning placements and employment opportunities within industry.
- Working directly with students to determine their pathway needs and assist in developing a personalised Career Development Plan.
- Conduct targeted career information sessions for students, staff and parents.
- Developing and maintaining online Pathways resources.
- Ongoing analysis of the labour market to identify trends and opportunities in employment.
- A focus on student retention that proactively implements best practice retention initiatives and provides guidance to 'at risk' students.
- Assisting Year 12 students to successfully transition to further education, training or employment.
- This position is based at Head Office however requires travel to venues to ensure that all students are provided with appropriate careers support. At times the position will require an ability to work flexible hours to undertake some duties and tasks outside normal business hours or during weekends.

Position Overview

Expectations

Accountabilities	Overview
General	<ul style="list-style-type: none"> • Execute the yearly Pathways Work Plan in conjunction with the Pathways team and Assistant Principal Education. • Communicate and liaise with teaching staff and Regional Managers

Accountabilities	Overview
	<p>regarding the pathways programs and processes.</p> <ul style="list-style-type: none"> • Maintain up to date knowledge and deliver service consistent with a CICA career development framework. • Facilitate links with other services including Student Connect, to ensure that student's educational, wellbeing and pathways needs are met. • Other duties/responsibilities as required by the Assistant Principal Education.
Work Placement	<ul style="list-style-type: none"> • Maintain current knowledge of developments in work placement and work experience guidelines at a SEDA and government level. • Develop and provide policies and processes for Structured Workplace Learning (SWL) across all programs in Victoria. • Lead teachers to apply SWL policies and procedures • Provide SWL curriculum to prepare students for placement • Support students to find suitable SWL placements • Provide specialist advice for teachers to guide students in their pathways and placement decisions. • Build relationships with employers and identify opportunities for placements for students across relevant industries. • Ensure work placements operate under approved Department of Education (DET) and Occupational Health and Safety guidelines. • Lead completion of administrative items related with SWL
MyPLAN and Destination Data	<ul style="list-style-type: none"> • Assist with the implementation of MyPLAN • Assist with the collection of Destination Data
Student Retention	<ul style="list-style-type: none"> • Proactively consult with staff and Regional Managers to provide advice regarding contacting students in jeopardy of withdrawing from SEDA and assist them to develop re-entry plans. • Provide access for staff and Regional Managers to specialist advice that supports and guides 'at risk' student discussions. • Support 'at risk' students in identifying individual needs to remain engaged in the program. • Support students, parents and teachers in transition from the college through exit process including finding suitable transition options
Careers and Pathways	<ul style="list-style-type: none"> • Develop and disseminate careers and pathways information through regular communication such as postings on MySEDA and delivery at regional meetings • Provide Pathways presentations for staff, students and parents • Provide specialist advice, support and guidance to students 'at risk' or with special needs through appropriate counseling.
Associated Duties	<ul style="list-style-type: none"> • Attend and participate in relevant team meetings, planning workshops and professional development • Undertake other duties which are appropriate to the level of the position, as directed by SEDA College Management • Act in accordance with SEDA College values and policies and procedures • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety. • Other duties as directed by management which are appropriate to the level of the position and in accordance with incumbent's skills and competence. • Maintain Working with Children's Check or VIT registration

Key Selection Criteria

Skills and Experience

- Understanding of and experience working within a Career Development Framework.
- Experience in working within a Careers/Pathways setting in secondary or vocational education.
- Knowledge and understanding of how Work Placement operates in an educational setting.
- Effective presentation and facilitation skills, and ability to use a range of communication methods to engage students.
- Well-developed verbal communication and interpersonal skills, with proven ability to build rapport, and interact effectively with a broad range of people at all levels
- Strong written communication skills.
- Capacity to build and maintain collaborative working relationships with others
- Ability to work independently and contribute effectively as a team member to achieve goals.
- Strong organisational, planning and time management skills with an ability to prioritise and manage workload, meet deadlines and adapt to changing circumstances.
- Ability to use problem solving skills to identify problems and establish an appropriate solution.
- Ability to exercise accountability by taking personal responsibility for achieving tasks.
- Focus on delivering high quality work and achieving outcomes
- Proficiency using Microsoft Office Programs and other relevant database programs.

Qualifications

- Certificate IV in Career Development (or Equivalent)
 - Working With Children's Check
 - Victorian Driver's Licence
- A six month probation period applies to full and part time positions of more than 6 months.

The list of responsibilities herein is not intended to be all-inclusive, and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date .../...../.....