



Position Description

DIRECTOR OF PATHWAYS

Position title	Director of Pathways
Reports to	Deputy Principal - Learning and Teaching
Position of Leadership	Level 4
Time Release	24 periods per cycle

Role Description

The Director of Pathways plays a vital leadership role at Assumption College, grounded in our Catholic and Marist tradition of forming young people of hope, purpose, and service. This role is responsible for the strategic oversight and delivery of a whole-school approach to careers education and student pathways. It encompasses leadership of the College's senior secondary offerings, including VCE, VCE Vocational Major (VCE VM), Vocational Education and Training (VET), and School-Based Apprenticeships and Traineeships (SBATs), as well as personalised career counselling, work experience coordination, and post-school transition planning.

Grounded in faith and committed to lifelong learning, the Director of Pathways promotes aspirational, inclusive education that empowers every student to realise their potential. With strong emotional intelligence, deep knowledge of contemporary research, and an understanding of policy and compliance frameworks, they lead with clarity, empathy, and collaboration. The role requires sound judgement, evidence-informed decision-making, and the ability to build trusted partnerships with students, staff, families, and external providers to ensure meaningful and personalised post-school pathways.

Informed by Victorian policy frameworks the Director works closely with students, families, staff, tertiary providers, and industry partners to ensure every young person is empowered to pursue a meaningful and achievable pathway that reflects their strengths, aspirations, and dignity. In demonstrating a commitment to continuous professional learning, they ensure compliance with legislative and curriculum requirements while modelling the value of lifelong learning.

The Director of Pathways is expected to uphold all legislative obligations related to Child Safeguarding and Occupational Health and Safety, in alignment with College policies.

Key Responsibilities

The Director of Pathways has responsibility for:

- Providing strategic leadership of Careers Education and Pathways programs across Years 7–12, including VCE, VCE VM, VET and SBAT offerings.

- Leading the development and review of curriculum and programs related to career development and future planning, in alignment with the College's Catholic Marist ethos and strategic goals.
- Leading the implementation and continuous improvement of student pathway and transition processes that contribute to meeting the Marist Measures of Excellence, particularly in relation to VET completion, Year 12 subject performance, and post-school destination tracking.
- Offering personalised support to students and families regarding subject selection, tertiary entrance, vocational options, and employment pathways.
- Coordinating and overseeing the College's Work Experience Program for Year 10 students, including preparation, placement, and follow-up.
- Establishing and maintain strong relationships with external stakeholders, including TAFEs, RTOs, universities, employers, and community agencies.
- Ensuring compliance with all relevant VCEA, VCAA, Child Safe Standards, OH&S and risk management processes related to student programs and placements.
- Collaborating with leaders of Learning and Wellbeing to identify students at risk of disengagement and develop tailored pathway plans that promote retention and success.
- Promoting career literacy and vocational awareness across the College through presentations, workshops, resources, and digital platforms.
- In collaboration with the Director of Data Analytics, overseeing the collection and reporting of destination data, to inform continuous improvement and evaluation, supporting strategic reporting obligations to Marist Schools Australia (MSA)

Key Duties

- Conduct and oversee career counselling sessions with students and families across Years 7–12, including guidance around VTAC applications, tertiary options, apprenticeships, and alternate pathways.
- Manage administrative processes and data collection for all student pathway programs, including VET enrolments, SBAT contracts, VCE VM structures, and work placements.
- Plan and facilitate parent and student information sessions on careers, senior pathways, university entrance, and vocational opportunities.
- Oversee the development and tracking of Career Action Plans, supporting students to reflect on strengths, goals, and next steps.
- Lead planning and facilitation of programs such as the Work Experience Program, Careers Expo, Morrisby Assessments, industry taster days, and Senior Education and Training (SET) Plans.
- Maintain strong working knowledge of VCAA and DET requirements for senior secondary programs in Victoria.
- Supervise relevant staff (e.g., Careers Practitioners, VET Trainers) and collaborate with leaders across curriculum and wellbeing.

- Work collaboratively with the Deputy Principals and key Learning and Wellbeing staff to monitor student academic progress and provide timely interventions that support achievement and wellbeing.
- Manage the College's digital careers platforms, communications, and resource library to ensure accessible and engaging careers information.
- Prepare and submit all required reports to internal leadership teams and external agencies (e.g. destination data, program evaluations).
- Represent the College in Catholic, regional and state-based career and pathway networks, ensuring the College remains informed and responsive to evolving trends.
- Maintain accurate, complete, and annual reporting of post-Year 12 destinations, Year 12 student preferred pathways, and VET certification completion data, and that transition tracking is aligned with MSA reporting standards and expectations.
- Contribute to the professional learning program, supporting staff formation and capacity building in career education and vocational literacy.
- Ensure compliance with Child Safe Standards, WHS legislation, and all CECV/VCAA reporting obligations related to pathways programs.
- Any other duties as outlined by the Principal.

Membership

The Director of Pathways is a **member of the following teams:**

- School Improvement Team
- Pathways Team
- Learning and Teaching Team

They work **in collaboration with:**

- College Executive
- School Improvement Team
- Learning and Teaching Team
- Wellbeing Team
- Personalised Learning Team

Positions Reporting to the Director of Pathways

- Head of VCE
- Head of Applied Learning
- Careers Practitioner
- VET Coordinator
- VASS Coordinator