



KINROSS WOLAROI
— SCHOOL —

Head of Student Pathways

Full-Time

Candidate Information Pack

Closing Date: 9 August 2026

July 2026



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with approximately 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. The second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au.



About the position

The position of Head of Student Pathways is a key role in assisting our senior students. The Head of Student Pathways reports directly to the Executive Director, Learning & Wellbeing with advising students on subject choices, appropriate academic goals and aspirations for life beyond school. This position requires managing future career and tertiary needs of students. Experience or qualifications in Careers Advising would be an advantage.

Position Objectives and Responsibilities

The Head of Student Pathways provides leadership and support in preparing students for successful post-school pathways while ensuring the effective co-ordination and wellbeing of international students and students participating in vocational education and school-based traineeships.

The role promotes informed decision-making through personalised careers education, guidance and pathway planning, while developing strong partnerships with tertiary institutions, industry, employers, training organisations, and government agencies. The position also ensures compliance with relevant regulatory requirements relating to international students and school-based traineeships and contributes to a culture that values aspiration, opportunity, global citizenship and lifelong learning. This approach aligns with Kinross Wolaroi School's commitment to developing young people of character, capability and purpose.

The Head of Student Pathways can expect to liaise with:

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| ▪ Principal | ▪ Wellbeing Mentors |
| ▪ Deputy Principal | ▪ Parents |
| ▪ Executive Director, Head of Senior School | ▪ Staff |
| ▪ Executive Director, Learning & Wellbeing | ▪ Students |
| ▪ Director, Wellbeing | ▪ External stakeholders |
| ▪ Heads of House - Boarding | |



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Careers Advice	The Careers Advice is accountable for leading the School's careers education and pathway development programs, ensuring students are informed, prepared and supported to successfully transition to tertiary study, vocational training, employment and other post-school opportunities while maintaining strong partnerships with families, industry and higher education providers. Student Career Development and Guidance ▪ Provide high-quality careers counselling and advice to students from Years 7–12. ▪ Support students to identify career aspirations, strengths, interests and post-school pathways. ▪ Facilitate informed decision-making regarding university, vocational education, apprenticeships, traineeships and employment opportunities. ▪ Maintain accurate student career plans and pathway records. Careers Education Program ▪ Develop, implement and evaluate a comprehensive careers education program aligned with contemporary workforce trends and student needs. ▪ Co-ordinate career development activities, workshops, guest speakers, expos and industry engagement opportunities. ▪ Promote career readiness skills including employability, interview preparation, networking and workplace expectations. Post-School Pathways and Tertiary Admissions ▪ Provide expert guidance on university admissions, applications, scholarships and alternative entry pathways. ▪ Support students and families through application processes for tertiary study, vocational training and employment opportunities. ▪ Maintain current knowledge of tertiary, training and industry requirements. Workplace Learning ▪ Co-ordinate work experience and workplace learning programs. ▪ Develop and maintain relationships with employers, industry partners and training providers. ▪ Monitor student participation, compliance and progress within workplace learning programs.



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Key Word	Duties
	Stakeholder Engagement and Partnerships ▪ Build and maintain strong partnerships with universities, TAFEs, employers, professional associations and community organisations. ▪ Engage parents and caregivers in career planning discussions and pathway decisions. ▪ Promote opportunities that broaden student exposure to career and tertiary pathways. Compliance, Administration and Reporting ▪ Maintain accurate records and documentation. ▪ Ensure compliance with legislative, regulatory and school requirements. ▪ Prepare reports and data analysis on student destinations, pathways and program outcomes. Leadership and Continuous Improvement ▪ Contribute to strategic planning relating to student pathways, future workforce trends and employability skills. ▪ Identify and implement improvements to careers programs and services. ▪ Maintain professional knowledge through ongoing professional learning and networking. ▪ Suggesting, developing and maintaining effective partnerships with local, national and international businesses.
International Student Co-ordination	The International Student Co-ordination is responsible for supporting the wellbeing, academic success, compliance requirements, accommodation arrangements and cultural integration of international students while fostering strong relationships with families, agents, homestay providers and the wider school community. The role ensures international students experience a safe, supportive and enriching educational environment and that the school meets all obligations associated with international education programs. Student Wellbeing and Pastoral Care ▪ Provide pastoral care, welfare support, and advocacy for international students. ▪ Support the social, emotional and cultural adjustment of international students within the school community. ▪ Monitor student wellbeing and maintain regular communication with Head Mentors, Heads of House, boarding staff and wellbeing teams regarding student progress. ▪ Co-ordinate orientation and transition programs for new international students, including arrival support.



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Key Word	Duties
	Academic Support and Student Success ▪ Co-ordinate systems and processes to support the academic progress of international students. ▪ Oversee subject selection, academic pathways and transition planning for international students. ▪ Liaise with teachers and learning support staff regarding student progress and intervention strategies. ▪ Attend parent-teacher interviews and communicate academic outcomes to students and families. Family, Agent and Stakeholder Engagement ▪ Build and maintain positive relationships with students, families, guardians, education agents, homestay providers and community partners. ▪ Provide regular updates to parents regarding academic performance, wellbeing, attendance, and school experiences. ▪ Respond to concerns and resolve issues involving students, families, homestay providers and agents. ▪ Co-ordinate communications, newsletters and information for international families. ▪ Manage international parent engagement through digital platforms and social media channels. ▪ Support translation of key communications, publications and website content where required. Accommodation and Homestay Co-ordination ▪ Liaise with homestay agencies and providers to secure suitable accommodation arrangements. ▪ Monitor homestay placements and maintain regular communication with homestay families. ▪ Co-ordinate accommodation arrangements during school holidays and term breaks where required. ▪ Maintain accurate records and communication regarding student accommodation and welfare.



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Key Word	Duties
	Compliance and Administration ▪ Ensure compliance with all relevant legislative and regulatory requirements relating to international students, including ESOS and CRICOS obligations. ▪ Maintain accurate student records, including contact details, travel information, visas, passports and accommodation arrangements. ▪ Co-ordinate data collection and reporting requirements for international student compliance. ▪ Assist in the review, development and implementation of policies and procedures related to international students. ▪ Maintain documentation and administrative systems supporting student welfare, academic progress and compliance. Community Engagement and Cultural Inclusion ▪ Promote intercultural understanding, inclusion and cultural awareness across the school community. ▪ Organise cultural celebrations, excursions, events and enrichment activities for international students. ▪ Collaborate with student leaders to plan and deliver multicultural events and initiatives. ▪ Support the integration of international students into academic, boarding, co-curricular and community life. Program Development and Promotion ▪ Act as an ambassador for the International Student Program and the school. ▪ Develop a strong understanding of international education and cross-cultural issues. ▪ Assist in promoting the school and its international program to prospective students and families. ▪ Support international marketing, recruitment, school tours, interviews and agent engagement. ▪ Establish and maintain relationships with international alumni networks. ▪ Develop and update program resources, handbooks, and information materials. Translation and Communication Support ▪ Provide translation and interpretation assistance for meetings, interviews, school tours, and family communications as required. ▪ Assist school staff and families in overcoming language barriers.



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Key Word	Duties
School-Based Traineeship Co-ordination	The School-Based Traineeship Co-ordination is responsible for developing, co-ordinating, and overseeing high-quality traineeship opportunities that enable students to gain industry experience, nationally recognised qualifications and meaningful career pathways. The role fosters strong partnerships with employers, training providers, families and staff to ensure students are well-supported, workplace-ready and equipped for successful transitions beyond school. Program Co-ordination and Administration ▪ Co-ordinate and manage the School-Based Traineeship Program to ensure a high-quality experience for participating students. ▪ Develop and maintain systems, processes and documentation to support traineeships from commencement through to completion. ▪ Monitor student enrolments, training plans, work placements and program requirements. ▪ Maintain accurate records relating to student participation, achievement, attendance, workplace hours and compliance obligations. Student Recruitment and Support ▪ Promote traineeship opportunities to students, parents and staff. ▪ Assist students in identifying suitable traineeship pathways aligned with their interests, strengths and career aspirations. ▪ Support students throughout the traineeship journey, including onboarding, goal setting, problem-solving and progress reviews. ▪ Monitor student wellbeing, engagement, attendance and workplace readiness. ▪ Provide individual mentoring and advocacy to help students successfully balance school, work, and training commitments. Employer and Industry Engagement ▪ Establish and maintain strong relationships with local businesses, employers, industry partners and training organisations. ▪ Source and secure quality traineeship opportunities for students. ▪ Conduct regular workplace visits and maintain ongoing communication with employers regarding student performance and development. ▪ Facilitate the resolution of workplace issues and support positive employer-student relationships. ▪ Identify emerging industry opportunities and workforce trends relevant to students.



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Key Word	Duties
	Training and Education Partnerships ▪ Liaise with Registered Training Organisations (RTOs), TAFE providers, universities and other educational partners. ▪ Co-ordinate training delivery schedules and ensure alignment between school, workplace and training requirements. ▪ Monitor student progress toward qualification completion and address any barriers to success. ▪ Facilitate communication between students, families, employers, trainers and school staff. Career Development and Pathways ▪ Assist students in exploring career pathways, vocational education opportunities, apprenticeships, traineeships and post-school options. ▪ Co-ordinate career education activities that promote vocational learning and workplace skills. ▪ Support students with resumes, interviews, job applications and workplace preparation. ▪ Assist graduating students to transition into employment, apprenticeships, further training or tertiary education. Compliance and Risk Management ▪ Ensure compliance with all legislative, regulatory, child protection, and workplace health and safety requirements. ▪ Monitor traineeship agreements, workplace conditions and training obligations. ▪ Ensure students, employers and families understand their responsibilities within the traineeship framework. ▪ Maintain documentation and reporting requirements associated with vocational education and school-based traineeships. Parent and Family Engagement ▪ Provide regular communication and updates to parents and caregivers regarding student progress and opportunities. ▪ Conduct information sessions and meetings to explain traineeship pathways and requirements. ▪ Support families in understanding career and vocational education options available to students.



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Key Word	Duties
	Program Development and Continuous Improvement - Evaluate the effectiveness of the traineeship program through feedback, data analysis and stakeholder consultation. - Develop initiatives that expand and strengthen vocational education opportunities within the school. - Prepare reports on participation, outcomes, completion rates and employer engagement. - Contribute to strategic planning related to career education, pathways and workforce readiness. School and Community Engagement - Promote the value of vocational education, employability skills and work-based learning across the school community. - Co-ordinate events such as industry expos, employer networking opportunities, career days, workplace visits, and information sessions. - Act as an ambassador for the school's vocational pathways and industry engagement programs.
Risk Management	- Report directly to the Principal on any matters relating to Child Protection - Inform the Executive Director, Learning & Wellbeing of risk management issues as they arise. - Ensure a safe and secure school environment for staff and students.
Professional Development	Commit to personal and professional learning relevant to the role and the education of students.
Other duties	Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Principal and Executive Director, Learning & Wellbeing.

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Executive Director, Learning & Wellbeing (the Supervisor).



SELECTION CRITERIA

General Expectations for Staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attired.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's *Style Guide*.

Essential Professional Criteria

- Excellent leadership skills to ensure oversight of the careers program.
- Tertiary qualifications, preferably with qualifications in Career's advising, with experience in teaching students at Senior level.
- A thorough understanding of and commitment to assisting and advising students with their futures.
- Experience co-ordinating VET programs or working with RTOs.
- Knowledge of international student compliance requirements.
- Experience working in a school environment.
- Understanding of boarding or international student contexts.
- Excellent interpersonal, written and oral communication skills appropriate to a range of contexts.
- A commitment to work with and within a collaborative team environment.
- Highly developed organisational skills including the ability to work to deadlines and able to plan for short-term and longer-term outcomes.
- A positive and compassionate outlook.
- Ability to remain calm and think clearly under pressure.
- Attention to detail and a high degree of personal organisation.
- High ethical standards.
- Demonstrated ability to influence, negotiate effectively and resolve conflict constructively.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.



Working with Children Clearance

The *Child Protection (Working with Children) Act 2012* (NSW) applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a three-year maximum-term tenured position, commencing by negotiation. At the end of the tenured period, and subject to the general terms and conditions of employment, an opportunity to seek reappointment may be available.

Employment will be offered subject to a period of probation, defined as six months in accordance with *the Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025* (CMEA) as it applies from time to time, or any industrial instrument that replaces the CMEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. Applicants for Australian-based positions are expected to already hold appropriate working rights in Australia, such as permanent residency, citizenship or an applicable work visa. Information about Australian visas and working entitlements is available from the Department of Home Affairs.



APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

Alternatively, applications may be addressed to:

Human Resources
Kinross Wolaroi School
Locked Bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.