



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Pathways Advisor & VET Coordinator

POSITION	Pathways Advisor & VET Coordinator
RESPONSIBLE TO	Head of Senior School
EMPLOYMENT TERMS	• Employment is in accordance with terms and conditions as outlined in the Educational Services (Schools) General Staff Award 2020 and The King David School Agreement 2023 - 2025 • Remuneration is in accordance with the Educational Services (Schools) General Staff Award 2020 and dependent on skills and experience
PREPARED BY	Head of Senior School
ISSUE: 04	DATE: September 2026

All staff members of The King David School are expected to support and promote the School's mission. The King David School exists to provide both excellence and opportunity in education from infancy to year 12. It will foster the development of each individual student in its care paying careful attention and respect to their unique needs, abilities and aspirations. It will fulfill its goals with reference and respect to the contemporary Australian society within which it is so fortunate to exist.

The School has a universal expectation for the protection of the young people in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The School has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

The role of the Pathways Advisor & VET Coordinator is to provide Career education, appropriate testing and counselling and/or advice regarding subject selection and tertiary course selection to students in Years 9 – 12.

The Pathways Advisor & VET Coordinator liaises closely with the VCE Coordinator, the Year 9 Coordinator, and the Year 10 Coordinator.

The nature of this position is such that there are peak and non-peak periods. During subject selections/parent interviews and tertiary advice you will be expected to be available for



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Pathways Advisor & VET Coordinator

sufficient time to see all students and parents. Time in Lieu may be taken in non-peak times to accommodate this.

Professional Membership

The Pathways Advisor must have current membership in the Careers Education Association of Victoria (CEAV).

DUTIES

1. Careers Program

- Involvement in Year 9 Program with CV writing, interviewing skills, or as required
- Creation, delivery and management of a Year 10 Careers Program (including the delivery of the Morrisby Report)
- Interview each Year 10 student and parent/guardian to review the results of the Morrisby testing with them
- Create and monitor an individual career pathway plan for each student in Years 10 – 12
- Liaise with Careers Advisors and other outside agencies
- Design and facilitate the Senior School Careers Morning

2. Subject Selection

- Interview students referred by the Year 9 Coordinator, Year 10 Coordinator, and VCE Coordinator, and their parents to assist with subject selection and development of career pathways
- In consultation with the VCE Coordinator provide advice to students regarding the implications of subject selections
- Disseminate information about Open Days, Interviews, Course Information Sessions, Pre-requisites for entry to tertiary courses
- Assist the Year Level Coordinators and Head of Senior School to determine student suitability for VCE Courses
- Work with the VCE Coordinator to design and facilitate Parent Information Evenings for Year 9 & 10 students embarking on VCE studies

3. VTAC – Tertiary Course Selection

- Provide current and accurate information about tertiary courses to students, parents and the School



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Pathways Advisor & VET Coordinator

- Conduct an annual VTAC Information Session for Year 12 parents and students that explains the processes for lodging tertiary preferences and applying for the SEAS program
- Address parent and students about subject selection, tertiary courses and VET options at appropriate Parent Information Sessions
- Oversee student applications for tertiary courses via the VTAC website
- Provide advice and assistance to students in their SEAS applications where necessary
- Contact all graduates after the VCE results are released to assist them in the Change of Preference process. Interview students and parents as appropriate
- Track destinations of VCE students
- Assist students with accessing UMAT training and arrange appropriate speakers/consultants to assist King David School applicants with the UMAT interviews.
- Liaise with VTAC as appropriate

4. VET

- Act as the school's VET Coordinator
- Complete training delivered by the VCAA in the operation of the VASS system
- Enroll students in VET studies on the VASS system
- Liaise with the VET providers to ensure that The King David School students can access VET courses
- Provide appropriate advice to Year Level Coordinators, students and parents regarding enrolment dates for VET courses
- Provide current advice to the VCE Coordinator and Head of Senior School regarding the status of VET subjects e.g. block credits etc. within the composition of VCE.
- Submit students' VET results on the VASS system

5. Transition and Alumni

- Liaise with the VCE Coordinator to design and deliver a program which supports VCE students in their transition to tertiary studies
- Provide advice to students on balancing study and part-time work when required
- Provide alumni with ongoing career support
- Liaise with the Community Relations department to promote ongoing Alumni support

6. Administration

- Manage the Careers budget in a fiscally responsible way



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Pathways Advisor & VET Coordinator

- Manage and maintain the online KDS Careers Website including career resources and tertiary course information
- Manage the parent booking system
- Be available to attend School at the time of the release of VCE results (VCAA) and VTAC data to process the data and to advise the School
- Coordinate student work experience initiatives when required

7. General Accountabilities for all Staff

- a. Demonstrate duty of care to students in relation to their wellbeing
- b. Be well informed and comply with the School's obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- c. Adhere to the School's professional dress code
- d. Attend all relevant staff meetings, assemblies, community days and staff professional learning days
- e. Demonstrate professional and collegial relationships with colleagues
- f. Commit to and actively support the School's agenda for continuous improvement through participation in school improvement planning as required
- g. Support the Mission, Vision and Values of the School
- h. Be familiar with and comply with all School policies and procedures
- i. All other duties as assigned by the Principal

8. Essential Skills

The Pathways Advisor must be able to demonstrate:

- Relevant post graduate qualifications in Careers Counselling/Careers Advice
- Detailed knowledge of VCE and VET courses and the ways in which they articulate
- Detailed knowledge of the VTAC process, including TAFE and University admission procedures
- Extensive knowledge of, and ability to utilise technology in relation to career guidance, aptitude testing, access to tertiary courses



THE KING DAVID SCHOOL

POSITION DESCRIPTION

Pathways Advisor & VET Coordinator

KEY PERFORMANCE INDICATORS

KPI 1	All Year 10 students and their parents are interviewed post the Career Testing program regarding the information provided by the testing
KPI 2	Year 11 and 12 students are informed about all relevant Open Days, Information Sessions, interviews, Portfolio application dates, and the VTAC process and all other information relating to successful articulation into tertiary courses
KPI 3	All graduates access offers of place in tertiary courses
KPI 4	Deliver a careers program in line with enhancing the connection between work and school

Please sign below to confirm that you have read and understood the Position Description above:

Signature

Date