

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

CAREERS AND PATHWAYS COORDINATOR

Position Purpose In support of the mission and vision of NCC, the Careers and Pathways Coordinator leads the College's careers education and pathway planning program, providing students with guidance, resources and opportunities to make informed decisions about future education, training and employment pathways.

Accountability The Careers and Pathways Coordinator is accountable to the Head of Senior School and ultimately the Executive Principal.

For classroom teaching, the Careers and Pathways Coordinator will be accountable to the respective Head of Department, Heads of School and ultimately to the Executive Principal.

Key Relationships Executive Principal, Head of Senior School, Deputy Head of Senior School, Director of Academic Studies, Secondary Teaching Staff, College Administration staff, students and parents.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the Mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students.
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development.

Professional Competencies

The following professional competencies are essential to this position

- Demonstrated knowledge of senior secondary pathways, subject selection processes, tertiary entrance requirements, VET, apprenticeships, traineeships and post-school options.
- Ability to provide practical and developmentally appropriate careers guidance to students individually and in groups.
- Strong understanding of QTAC, Tertiary application processes, TAFE pathways and alternative entry pathways.

- Ability to build and maintain effective relationships with students, parents, staff, tertiary providers, employers, industry bodies and external agencies.
- Strong organisational skills, with the ability to coordinate careers events, guest speakers, work experience, pathway programs and student documentation.
- Ability to communicate clearly and professionally through presentations, written communication, student meetings and parent engagement.
- Demonstrated capacity to maintain accurate records, resources and student pathway information.
- Ability to support students in developing SET Plans and making informed decisions about subject choices, training, study and employment pathways.
- Commitment to maintaining current professional knowledge through relevant professional learning, networks, seminars and industry engagement.
- Ability to work collaboratively with College leaders and teaching staff to support student transitions, academic planning and future pathway development.
- Demonstrated discretion, confidentiality and sound judgement when working with student, parent and staff information.
- Commitment to supporting and proactively contributing to the Christian ethos, mission and values of the College.
- Be well-informed in relation to responsibilities under the Privacy Act 1988 (Cth)
- Be well-informed in relation to responsibilities under the Child Safe Organisations Act 2024

Key Responsibilities

The responsibilities for this position are detailed below. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

- Coordinate school-based traineeships and apprenticeships, including liaison with students, families, employers and relevant providers.
- Coordinate support and pathway planning for Distance Education students.
- Organize and liaise with external providers, employers, tertiary institutions and industry representatives to support student career awareness.
- Distribute relevant careers and occupational information to students as required.
- Coordinate information and support relating to QTAC and tertiary application processes.
- Support the Director of Academic Studies with subject selection advice for students transitioning from Year 9 into Year 10.
- Facilitate work experience arrangements for students, including relevant communication, documentation and risk assessment processes.
- Organize work experience placements for students as required during school terms and holiday periods.
- Maintain current knowledge of curriculum, resources and developments in careers and pathways education.
- Participate in relevant seminars, courses and professional learning to maintain currency in careers education.
- Provide and maintain reliable, accessible and current careers resources for students and families.
- Maintain knowledge of entry requirements and application processes for Australian universities, TAFE and other training providers.

- Develop and maintain an effective careers advice network with tertiary providers, employers, industry bodies and community organisations.
- Strengthen partnerships with employers, tertiary institutions and community organisations to support informed student pathway decisions.
- Promote appropriate online research tools and resources for further study and post-school career options.
- Arrange and manage a guest speaker program to support career guidance and student pathway awareness.
- Develop and maintain SET Plans for Years 9–12 students in consultation with the Director of Studies.
- Maintain a high standard of classroom practice where a teaching allocation forms part of the role.
- Support the College’s Christian philosophy through classroom practice, student interactions and wider school life.
- Contribute to the spiritual growth and fellowship of the Nambour Christian College community.
- Attend required staff meetings, parent-teacher meetings and interviews.
- Contribute to the College’s co-curricular program as required.
- Attend in-service courses and out-of-hours College functions as required.
- Undertake rostered duties diligently and report maintenance or safety concerns as appropriate.
- Regularly attend staff devotions, worship and chapel services.
- Maintain confidentiality and exercise discretion in relation to student, parent and staff information.
- Maintain accurate records of student attendance at lessons where applicable.
- Support and comply with College Workplace Health and Safety requirements.
- Carry out work practices in accordance with current Workplace Health and Safety standards.
- Undertake other duties as reasonably required.

Remuneration	In accordance with levels set out in the NCC Enterprise Agreement
Reference Documents	Child Safety and Wellbeing Policy Reporting Concerns of Harm and Abuse Policy Staff Code of Conduct Enterprise Agreement Staff Dress Code Policy Workplace Health and Safety Policy
Hours of Work	As per Employment Contract