



Loreto College

Coorparoo

Pathways Coordinator

Full-time, Commencing 22 January 2019

Loreto College Coorparoo is seeking to employ a suitably qualified and experienced Pathways Coordinator.

The successful applicant will be required to provide career information, advice, education, guidance and counselling to assist students to make the best possible educational, training and employment choices. This role may consist of some teaching and reports directly to the Deputy Principal – Curriculum and works closely with the Deputy Principal – Pastoral Care.

Experience/Responsibilities:

- To provide an effective Pathways Program, inclusive of Careers Education and Workplace Learning Programs, aligned to student needs
- Work in collaboration with Pastoral Leaders and Curriculum Leaders and coordinate the efforts of staff involved in the Pathways Program
- Provide effective, up-to-date careers information and guidance to students (and staff) in order to support their successful transition from school to further study, training or employment
- Possess knowledge of the requirements of, and the ability to oversee, Vocational Education and Training (VET) in the College, including RTO requirements
- To oversee the student application process for QTAC and TAFE places
- Organising, selecting and managing relevant and up-to-date careers and pathways information and resources for student, staff and parent use
- Coordinate school-based apprenticeships and traineeships
- Overseeing the coordination of the Year 11 Enrichment Program, pastoral care for Alternative Learning Pathways Students (ALPS), working closely with the Learning Enrichment Coordinator and School Counsellors
- Coordinate College Careers Day

Applications close Monday 19 November

Please forward your application including resume and the names and contact details of three referees to:
The Principal, Mrs Kim Wickham, Loreto College Coorparoo
PO Box 1726, COORPAROO DC 4151
email@loreto.qld.edu.au

A role description and further information about Loreto College Coorparoo is available at www.loreto.qld.edu.au