

# COORDINATOR OF PATHWAYS & INDUSTRIES

<b>Position Title</b>	Coordinator of Pathways & Industries
<b>Reporting to</b>	Deputy Principal - Learning and Teaching
<b>School Values</b>	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self

Wilderness School is a non-denominational girl’s school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible, and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our School culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical, and professional work standards
- Working together to successfully manage change

Wilderness staff are highly competent, passionate and engaging in their practice.

### Role Purpose:

The role is dedicated to enriching and guiding our students' educational pathway by integrating real-world experiences, industry insights, and academic pursuits. This role serves as a bridge between the school and the wider professional world, ensuring students are well-prepared, informed, and inspired about their future pathway possibilities.

By fostering strong industry partnerships, promoting university, VET and micro-credentialing opportunities, and enhancing the Wilderness learning ecosystem, this role aims to equip students with the knowledge, skills, and connections they need to thrive in their futures.

<b>Key Areas of Responsibility:</b>
<ul style="list-style-type: none"> <li>• Design, maintain, and regularly update a digital repository (through Verus) of pathways-based content tailored for both VET and Higher Education students.</li> <li>• Establish and formalise a learning ecosystem that ties with professional entities, educational providers, and industry sectors through the proactive fostering of long-term relationships, especially with emerging sectors offering micro-credentials.</li> <li>• Lead VET and school-based university subjects, including the coordination of processes related to student registrations, resulting and payments.</li> <li>• Design, implement and manage a progressive, contemporary and agile industry immersion curriculum for students, that provides them with genuine experience of the world of work.</li> <li>• Inform curriculum to ensure the Wilderness School learning entitlement aligns with labour market trends.</li> <li>• Inform the curriculum through Artemis or other relevant courses to ensure students build learner profiles through Verus (or relevant digital platforms) that holistically capture their capabilities, academic achievements, extracurricular activities, skills, aspirations, acting as a foundation for their future pathways.</li> </ul>

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- Ensure students and families have access to relevant and up to date pathways advice on tertiary, vocational opportunities, higher education opportunities, and micro-credentialing.
- Work with the Deputy Principal Learning & Teaching, and the Heads of School to coordinate Pathways Sessions that support Wilderness course offerings and course selections.
- Organise and execute post-school-pathways-oriented events, information sessions, and industry immersion excursions, including logistics, stakeholder coordination, and post-event feedback collection.
- Oversee student tertiary admissions process through SATAC, supporting students with the management of documentation, and meeting application deadlines.
- Collaborate with specialised school departments, offering guidance for students seeking elite scholarships, and ensuring that career guidance is integrated across the curriculum.
- Design and manage the ongoing implementation of a system for student's post-school reference statements (such as College Applications)
- Design relevant curriculum to develop student's knowledge and skills in pathways relevant skills, such as networking strategies, interviewing skills, portfolio curation, and online presence optimisation.
- Coordinate in-residence programs, inviting industry experts to mentor students, share knowledge, and provide insights into their respective fields.
- Collect, assess, and interpret data on students' post-SACE pathways trajectories, triangulate this data with Wilderness course offerings and future of work research to ensure Wilderness supports best practice in course and curriculum offerings.
- Provide pathways counselling to students and/or parents as needed.
- Foster consistent dialogue with students, parents, and school staff, ensuring all parties are aligned, informed, and engaged in discussions about pathways and tertiary education objectives.
- Commit to ongoing professional development, staying updated with work trends, industry shifts, and changes in the educational landscape in SA and beyond.

### Compliance and Risk Mitigation

- Ensure compliance by adopting safe work practices and all statutory, legal, and ethical obligations.
- Ensure compliance with Wilderness policies and procedures as well as reasonable directions.
- Identify and implement risk minimising strategies and practices.

### Collaboration and Teamwork

- Contribute to the team's achievement through collaborative work practices.
- Actively coach and mentor team members to build knowledge and skill development.
- Deliver high-level customer service to internal and external customers.

## Qualifications, Skills, and Experience:

### Qualifications and Experience

- Suitable qualifications pertinent to the role of Coordinator of Pathways & Industries.
- Proven experience in forging strong links with industry partners, showcasing an enriched learning ecosystem, including testimonials, case studies, or demonstrable outcomes from previous roles.
- Demonstrated expertise in curriculum design that supports students to create comprehensive learner profiles, backed by feedback from students showcasing the impact of such guidance on their career decisions.
- Demonstrated capability to leverage digital technology for enhancing career readiness, including familiarity with modern career guidance tools, platforms, and software.
- Proven ability to foster independence, resilience, and responsibility in students, backed by specific programs or initiatives led in previous roles.
- Outstanding written and oral communication skills, including the ability to effectively engage with diverse stakeholders, from students to industry leaders.
- Demonstrated innovative practice, showcasing lateral thinking, and taking the initiative in developing modern pathways programs.
- A demonstrable commitment to continuous professional learning, including certifications, courses, or workshops attended in the recent past.
- Demonstrated ability to collaborate seamlessly with colleagues, ensuring cohesive efforts towards enhancing student growth and achievement.

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<ul style="list-style-type: none"><li>Evidence of ethical behaviour in all professional undertakings, including references that vouch for the candidate's integrity.</li></ul>
<b>Personal Qualities</b> <ul style="list-style-type: none"><li>An ability to motivate and influence students, driving growth in their learning and career readiness.</li><li>Superior communication skills, ensuring effective relations with students, staff, parents, industry representatives, and the wider community.</li><li>A commitment to personal professional learning, always seeking growth and embracing collaborative work practices.</li><li>Outstanding organisational acumen, underpinned by adept planning, analytical, and forward-thinking capabilities.</li><li>A personal sense of initiative marked by enthusiasm and vibrancy, always willing to seek and implement the best for students.</li><li>Proven ability to operate in a respectful, collaborative, confident, and discreet manner, upholding the standards expected of the role.</li><li>An openness to new ideas and a responsive attitude to emerging opportunities and challenges within the careers landscape.</li><li>A deep understanding of, and commitment to, the values and ethos of Wilderness School, ensuring that the role always aligns with the broader vision of the School.</li></ul>
<b>Conditions</b> <ul style="list-style-type: none"><li>Some out of hours' work is an essential component of this role.</li><li>Up to 5 hours of administrative support provided per week.</li><li>Work from any other metropolitan location as required.</li><li>First Aid Certificate.</li><li>The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.</li><li>The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training.</li></ul>

### Acknowledgement:

I have received, reviewed, and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: