



**JOHN XXIII
COLLEGE**
SEEK JUSTICE

MISSION STATEMENT

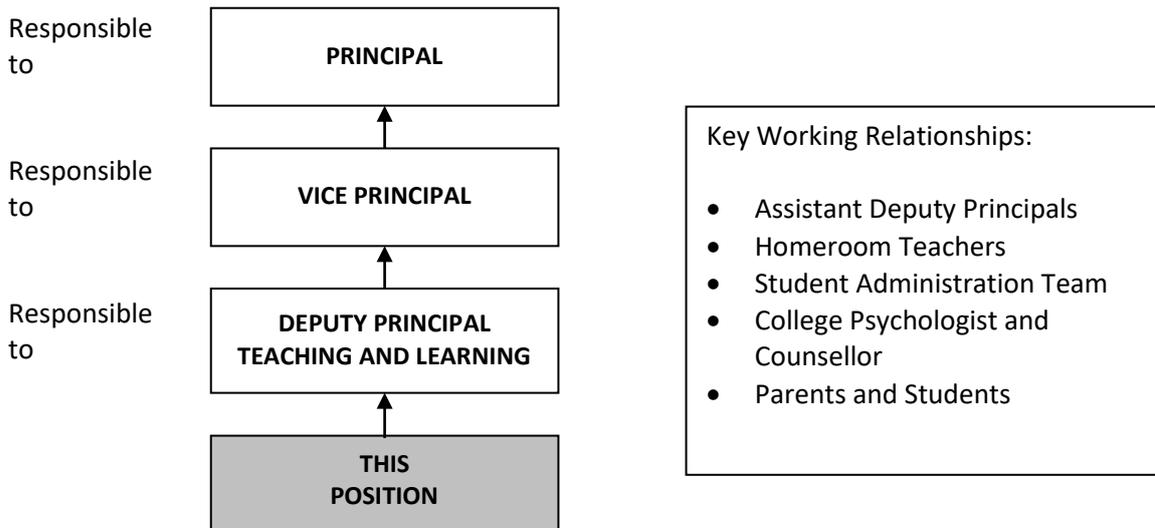
In the spirit of John XXIII, Mary Ward and Ignatius Loyola, we seek to be people of competence, conscience and compassion who are committed to God and the service of others.

ROLE DESCRIPTION

1. POSITION IDENTIFICATION

POSITION	Head of Pathways and Transition
AWARD	John XXIII College Council Teaching Staff Enterprise Bargaining Agreement 2015

2. POSITION RELATIONSHIPS



3. PRINCIPAL RESPONSIBILITIES

GENERAL

- Actively support the philosophy of the College and its Ignatian tradition
- Work collaboratively with the Secondary Leadership Team and Academic Leadership Team to develop programs that best meet the needs of students at the College
- Establish a culture of reflection where there is ongoing assessment of the programs being offered and the advice being given to students

SUBJECT COUNSELLING

- Advise individual students, parents and teachers on future courses and careers
- Distribute information concerning tertiary studies, apprenticeships and traineeships
- Assist with course selection and course changes for Year 11 and 12 UniTransition and Training Direct Pathway students

POST-SECONDARY EDUCATION AND TRAINING

- Provide advice and assistance in completing TISC and TAFE applications
- Coordinate and provide advice on alternative pathways to university

VOCATIONAL EDUCATION AND TRAINING

- Seek out and investigate innovative and effective practices in VET
- Actively engage with members of the wider community to develop and evaluate the effectiveness of VET programs
- Support Heads of Learning Areas with the planning and implementation of certificate courses
- Liaise with RTOs
- Oversee the upload of enrolments and resulting onto SIRS of Certificate courses
- Maintain records of certificate courses available to students
- Coordinate funding information required by Catholic Education WA
- Coordinate with TAFEs as required, particularly regarding student absence from courses
- Coordinate and liaise with the Deputy Principal Teaching and Learning, teachers and RTOs to ensure positive outcomes for students

WORKPLACE LEARNING

- Oversee the coordination of the INSTEP Work Placement Program, including correspondence with parents, Induction Days and Health and Safety awareness
- Oversee the assessment of student logbooks and student achievement

MONITORING STUDENT PROGRESS

- Monitor the progress of Year 11 and 12 students studying a General Pathway and work with the Assistant Deputy Principals to support the students to achieve their potential

OTHER DUTIES

- Update VET information on the College webpage
- Prepare articles for the College Newsletter and Yearbook