



POSITION DESCRIPTION

Title	Head of Future Pathways
Department	College Staff (College Senior Leadership Team)
Team	Senior Campus Consult
Location	Senior School, Kew

Our Intent Xavier College aspires to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position The Head of Future Pathways is a senior leadership position at the College and will make a significant contribution to an aspirational, rigorous and progressive culture of educational and operational excellence.

The Head of Future Pathways reports to the Executive and Principal through the Director of Senior Campus.

The role is central to the College's belief in relationship and individual care, leading the critical career pathway elements of transition through and beyond the College. The Head of Future Pathways will have an important role in the presentation of future focused work and career data so as to best enable effective use.

They will work constructively to ensure a positive and professional culture is maintained across the College. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards and outcomes in educational and operational excellence and is attentive to all matters of child safety.

**Core Duties
and
Responsibilities**

The Head of Future Pathways will:

- Lead a team of counselling professionals with direct leadership of the Head of Careers, Career’s Counsellors, Assistant to the Head of Future Pathways and Vocational Pathways Coordinator, assisting students to find information, make decisions and act to build appropriate future pathways.
- Contribute to the strategic and operational direction of the Senior Campus as a member of the Senior Campus Consult.
- Lead the vision to make links between skills required for future work and study and the programs and information offered to students at the College.
- Lead the College in the transition towards the Vocational Specialisation within the VCE.
- Facilitate the implementation of a Careers Curriculum Framework, Program, and resources in the school, to develop learning and teaching programs that build skills students need to take their place in the world of work.
- Lead and facilitate the Future Pathways Working Party to grow knowledge, liaison, and pathways for students at risk.
- Provide counselling services for students and parents in relation to post school options throughout the year. This may include remote work in relation to students and families in the Boarding Precinct.
- Inform and advise students and families of tertiary education requirements and pre-requisites, including UCAT, Open Days in TAFEs, Colleges and Universities, scholarship programs, fee structures, through a variety of means including career education programs for students, assemblies, presentations to parents and students, school communications.
- Develop existing networks and relationships with employers, tertiary institutions, and the Xavier community, to ensure that students are fully informed about their future choices and career goals.
- Advise and educate teachers regarding student career choice and subject choice and current trends and data including education regarding soft skills, careers and work and University sector requirements and how this impacts the curriculum and programs at Xavier.
- Work with the Old Xaverian Association Coordinator to maintain links with alumnae to develop a mentoring program and build a network of resources for student benefit.
- Explore and develop links with industry and other external organisations for internship and other work-based opportunities.
- Manage information rollout in relation to VTAC and other study options for Year 12 students, including counselling for course selection and briefing on selection methods used by tertiary institutions.
- Lead development for staff, students, and parents on the VTAC application process.
- Be available to provide Year 12 students with change of preference counselling.
- Work closely with the Head of Curriculum and Assessment during the subject selection process to ensure that students are appropriately resourced to make subject decisions.
- Collaborate with the Ignatian Service coordinator to investigate links between Justice Education and future work.
- Deliver appropriate career testing program for students, including working with providers for individual interviews with students to assist with gaining a greater insight in to self and future planning.

- In collaboration with other staff, organise and conduct targeted career information sessions, careers breakfasts, virtual career events, parent information nights and parent/student education sessions focused on relevant work and career areas.
- Other duties as directed by the Principal (or their delegate).

Selection Criteria

- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional skill in the development and cultivation of strong inter-personal and cross-organisational relationships
- Excellent operational and communication skills
- Relevant post graduate qualifications
- Strong knowledge of primary and secondary school learning environments
- Clear understanding of tertiary settings and post-school destinations
- Excellent skill and understanding in systems and processes associated with student learning needs, including documentation requirements and teacher ILP delivery
- Demonstrated positive approach to change and to strategic planning and implementation
- Demonstrated knowledge of, adherence to and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Proven capacity to lead staff and a willingness to continually develop in this area
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Ability to develop, cultivate and maintain professional relationships with a wide variety of stakeholders across the school community and beyond

Compliance Requirements (as part of onboarding process at appointment)

- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Other Duties

The nature of the position is such that the Head of Future Pathways will be required to be available outside normal school hours, to attend College events as might be relevant, and may also be asked to undertake other leadership responsibilities as directed by the Principal.

Reporting

Team Membership:

- Senior Campus Consult

Primary Report:

- Director of Senior Campus

Direct Reports:

- Head of Careers Interviews
- Pathways Counsellor(s)
- Vocational Pathways Coordinator
- Assistant to the Head of Future Pathways

Terms and Conditions

Tenure: Full-time ongoing

Review: Yearly professional growth objectives and review

Location: Senior Campus, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.

Our Xavier Leadership Traits

The Head of Future Pathways should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion, and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust, and ownership
- process, solutions, and outcomes
- stewardship and sustainability
- the pursuit of the possible

Our Attitudes and Habits at Xavier

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a significant leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- Clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- Demonstrably values competence and skill in the area of service/work, performing at or beyond a 'highly accomplished' level
- Demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- Values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- Conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- Values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- Seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- Is honest, trustworthy, and companionable, acting with integrity in supporting others and treating all with respect
- Works to identify and develop the inner potential, capacity, and self-worth of every individual
- Understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

Leadership through Our Pillars

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

Our Jesuit Identity

As a delegated leader, the Head of Future Pathways will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey
- will promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family.

Our Inspiring Learning

As a delegated leader, the Head of Future Pathways will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Executive Team (and other leaders and staff as appropriate) so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current curriculum issues and future teaching and learning development, especially as it pertains to effective school practices and requirements.

Our Student Life

As a delegated leader, the Head of Future Pathways will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective
- support those charged with the delivery of pastoral care in undertaking these responsibilities, especially through the adept undertaking of events and activities.

Our Xavier Family

As a delegated leader, the Head of Future Pathways will:

- be aware and responsive to student, staff and parent needs, supported by the implementation of effective communications strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- embrace the wide variety of human and other resources available so as to maximise stakeholder engagement and collaboration

Our Professional Expertise

As a delegated leader, the Head of Future Pathways will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there are effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

Our Operational Excellence

As a delegated leader, the Head of Future Pathways will:

- be an effective and visionary steward of College resources
- contribute to ensuring the appropriate strategic planning for and evaluation of events, resources and systems across the College
- ensure that processes are effective, human-centred, outcomes-driven and forward-thinking, with a clear understanding of and attention to excellence and commensurate performance measures and outcomes.

Our Global Engagement

As a delegated leader, the Head of Future Pathways will:

- be an expansive and global thinker and learner
- consider and promote valuable learning and operational linkages across national and international domains
- engage with Jesuit education networks including “Educate Magis”.