



POSITION DESCRIPTION SENIOR PATHWAYS ADMINISTRATION ASSISTANT

CONTEXT

Padua College provides a contemporary Catholic secondary co-education for young people within the regions of the Mornington Peninsula and Western Port Bay. Our College was founded by the Sisters of Mercy and is named after St Anthony of Padua. In partnership with our students, staff, parents, parishes and the wider community, Padua College gives witness to the Christian faith in our Catholic tradition. We aim to be a positive, creative, hope-filled learning community where Catholic values and spirit are shared and the sacred dignity of each person is nurtured.

The **North Star** is our guiding direction. It encompasses our “why” at Padua College as we align our vision and action. It inspires, challenges, and provides direction.

We want every person to:

- recognise and utilise their God-given talents;
- be the best they can be; and
- make a positive impact on their world.

Our Core Values:

- a) We welcome and affirm
- b) We inspire growth of the whole person
- c) We create a love of learning
- d) We build positive relationships
- e) We embrace diversity
- f) We show compassion for those in need
- g) We reconcile and forgive
- h) We work for a just and peaceful world

OVERVIEW OF THE ROLE

The Senior Pathways Administration Assistant collaborates with the VET Coordinator and the Careers Leader to ensure the efficient management and administration of the VET and Careers offices, including Student Work Placements, resulting in successful learning and positive student outcomes.

The Senior Pathways Administration Assistant works under the direction of the Vice Principal – Learning and Teaching and reports directly to the VET Coordinator, Careers Leader, and the Director of Business.

MAJOR AREAS OF RESPONSIBILITY

The responsibilities of the Senior Pathways Administration Assistant include but are not limited to:

- i. Being responsible for the efficient management, organisation and administration of the VET and Careers Offices.
- ii. Ensuring that communication with staff, students and parents regarding VET and Work Experience matters is timely and clear.
- iii. Ensuring Student Work Placements are in place and all associated documentation is completed.
- iv. Supporting the Careers Team in the administration of Student Work Experience and Pathways; and
- v. Performing other duties and implementing decisions as requested by the Principal or the College Improvement Team.

STATEMENT OF DUTIES

The following duties are aligned to the Senior Pathways Administration Assistant's major areas of responsibility.

i. Management, Organisation and Administration of the VET office

The Senior Pathways Administration Assistant will support the VET Coordinator to manage, organise, and administer the VET office by:

- establishing and maintaining a database of students expressing interest in VET programs, based on subject selections;
- preparing and distributing course information packs for various VET programs, including pricing details, to parents of interested students;
- updating student VET records as necessary;
- processing VET applications, (including but not limited to Constructions Induction Card, First Aid, RSA), creating a database of enrolled students, providing detailed spreadsheets to Finance, and enrolling those undertaking external VET programs with external providers;
- compiling course materials, ordering uniforms for internal VET courses, and distributing to students;
- assisting with internal VET teachers and students (including VCE VM Certificate classes) to complete online enrolment confirmations;
- tracking and reporting attendance concerns at external VET courses to the VET Coordinator for escalation;
- downloading and printing VET reports for external courses and notifying the VET Coordinator of any concerns;
- updating the student database with additional qualifications such as First Aid and White Card and recording details of each student's VET work placements;
- coordinating the logistics for any additional certificate courses (e.g. RSA, First Aid), including room allocation, supervision, and post-training distribution of certificates and results;
- creating VET contracts in the MACS format, identifying, and resolving issues with providers, and forwarding contracts to the Principal for signature;
- generating purchase orders for provider invoices upon contract signing, and for materials required for internal VET courses;
- collaborating with the VET Coordinator, Careers Leader and other administration assistants on major events such as ECAT, Student Work Placements, and the release of results;
- compiling course information handouts for ECAT and subject information nights; and
- ensuring new USIs are entered into Synergetic for future reference.

ii. Communication

The Senior Pathways Administration Assistant will support the VET Coordinator to manage, organise, and administer communication from the VET office by:

- updating Learning and Pedagogy Leaders with details of students enrolled in VET programs to support the development of class lists, timetables, and VET study periods;
- informing parents of their child's VET class allocation, including scheduling details and any specific requirements such as dress codes;

	• providing external VET providers with copies of certificates (e.g. First Aid, White Card) that students have completed through the College; • advising student administration teams across all campuses of students missing classes due to VET commitments, to facilitate the creation of Student Activities (SAs); and • notifying external providers of student absences due to camps, illness, or holidays as advised by parents.
iii. Student Work Placements	The Senior Pathways Administration Assistant will support the implementation and administration of Student Work Placements by: • assisting students with accessing and navigating the School to Work portal to find suitable Student Work Placements; • maintaining accurate records of Student Work Placements, including employer details, student schedules, and completed Structured Workplace Learning Arrangement Forms in compliance with Ministerial Order 1412; • collecting and distributing Workplace Learning Records for students undertaking Student Work Placements, ensuring they are completed and submitted for VCE credit where applicable; • communicating with employers to confirm placement details, expectations, and student readiness; • monitoring student attendance and engagement during Student Work Placements and escalating any concerns to the VET Coordinator; • collaborating with LLENs and external providers to source quality placements aligned with student interests and course requirements; • assisting in the organisation of Student Work Placements-related events such as ECAT, subject information nights, and release of results; and • ensuring compliance with child safety, privacy, and occupational health and safety standards during all Student Work Placements activities.
iv. Work Experience Pathways and Tertiary	The Senior Pathways Administration Assistant will support the Careers Team by: • assisting students looking for work placements and maintaining records of all student placements, including generating documentation for student visits, and applying for Student Work Placements exemptions when required; • contacting work placement employers, following up student progress, and referring any concerns directly to the Careers Leader; • creating and maintaining all student and employer records and data for all work placements using relevant data management system; • preparing information packs for parents and students, including work experience documentation, organising safe@work training, collecting, and filing required paperwork and any other related administrative duties; • sending Certificates of Appreciation to employers at the end of work placements and passing on any completed feedback forms; and • advertising any work experience opportunities with organisations such as Peninsula Health, Victoria Police and ensuring application processes are followed for any interested students.

v. Expectations	The Senior Pathways Administration Assistant is expected to: ● be familiar with and comply with Padua College's Child-Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety; ● be familiar with and comply with legislated Occupational Health and Safety practices and participate in consultative processes to ensure workplace safety for staff and students; ● maintain currency of all relevant legislated and required College Occupational Health and Safety modules, and all First Aid and CPR Qualifications; ● undertake regular professional learning to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role; ● attend College and Campus Staff Meetings as requested by the Principal or his/her nominee; and ● perform any other day-to-day duties as requested by the Principal or his/her nominee.
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This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

CHILD SAFETY

Padua College is committed to the safety, wellbeing, and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Padua College implements a regular and comprehensive Child Safety and Protection program across the entire Padua College community.

All staff at Padua College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 "Implementing The Child Safe Standards – Managing The Risk Of Child Abuse In Schools And School Boarding Premises ". Employment at Padua College is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood, and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	COMMITTEES
Principal College Improvement Team Head of Applied Learning Pathways VET Coordinator Careers Leader Staff Students	VET Providers/RTOs	

CRITERIA FOR EFFECTIVE LEADERSHIP

The effective performance of the Senior Pathways Administration Assistant will be due to their capabilities across a comprehensive range of the following:

Attributes & Dispositions

- commitment to the Mission, Vision, and Catholic identity of Padua College
- demonstrate high levels of confidentiality, credibility, and honesty
- demonstrate a respect for and acceptance of differences in students, parents, and staff
- a tenacious and resourceful capacity for hard work
- perseverance, sensitivity, compassion, and patience in the face of complex and difficult situations
- high level of discretion when handling confidential and sensitive information
- optimism, confidence, and enthusiasm when motivating staff and students
- collaborative and flexible in professional settings
- openness to change and to learning in all situations
- dependability and reliability
- possess a strong work ethic
- flexibility and an ability to adapt and operate effectively in a challenging and changing environment

Knowledge & Understandings

- understanding of VET and pathways procedures and processes, with school experience being preferred
- excellent English language skills including grammar, spelling, and punctuation
- high-level computer skills and literacy, with skills in MS Office/Word/Excel, and electronic diary applications and the use of student and other databases
- highly developed keyboard skills and ability to format and present information accurately, quickly, and logically
- knowledge of the appropriate avenues and resources for seeking information, support, and clarification in relation to the responsibilities of the role
- demonstrated commitment to ongoing learning

Skills & Capabilities

- strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- operate effectively in a collaborative team environment establishing a rapport and building strong relationships
- outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of an organisation
- solution-oriented, with an ability and a desire to identify and bring about significant improvement and streamlining of processes, systems, and record-keeping
- capacity to maintain professional relationships within the College community and with other organisations on behalf of the College where necessary
- capacity to multi-task and pay close attention to detail
- high level communication and interpersonal skills
- Excellent written and verbal communication skills.
- High level of professionalism, discretion, and confidentiality
- Strong attention to detail and problem-solving abilities.

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	Education Support Employee Level 2 Category C
TENURE	Full time Ongoing 1.00 FTE
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Catholic Education Multi Enterprise Agreement 2022</i> (or its successors)
REQUIREMENTS	Criminal Record Check Valid Working with Children Card Completion of OHS Onboarding Modules

Authorised by: _____

Date: _____

Signed by: _____

Date: _____

Name: _____

Date of Document: October 2025

Date for Review: October 2028