HALE
SCHOOL

JOB DESCRIPTION

Date	**August 2026**
Position Title	**Director of Future Pathways**
Reports to	**Deputy Headmaster**

Summary:

The Director of Future Pathways at Hale School will provide personalised learning opportunities and guidance on pathways to university, TAFE, apprenticeships, and other post-school pathways. This role is central to helping students navigate their journeys during and beyond secondary school and to strengthening Hale School's Career Education program aligned with the School's evolving vision for teaching and learning.

The role requires the development of a strategic vision for career and pathways education, current knowledge of post-school options, and the ability to articulate curriculum links (Years 9 – 12) while constructing an agile, engaging Careers and Pathways Education program. It also requires collaboration with senior staff to develop individual pathways and transition plans for post-school life for each student.

The position emphasizes relationship-building with students, parents, staff, year-level groups and tertiary institutions to provide information, advice, and resources about University, Scholarships, VET and other pathways. Regular meetings, consultations, and co-design of pathways with boys and families are expected.

The Director of Future Pathways works closely with the Career Development Coordinator to deliver a wide range of pathway and career programs and services and will be required to maintain an active teaching load.

Responsibilities:

1) Strategic focus and alignment

The Director of Future Pathways will;

- develop a clear, school-wide vision for the Career Education and Pathways program that is co-constructed with senior leadership and is explicitly aligned with Hale School's vision for teaching and learning, and Academic Principles
- promote career literacy and vocational and pathway awareness across the School through presentations, workshops, resources, and digital platforms
- articulate how career education supports learning, student agency, and transitions that are meaningful for Hale School boys
- define and explain the pathways mix (university, TAFE, apprenticeships, VET, community alternatives) and how the program will be delivered across Years 9 - 12 with age-appropriate milestones and transitions
- use objective data (e.g., ATAR, scholarships, apprenticeships, global placements) to track and analyse graduate destinations, scholarship success and student engagement with pathways programs, and use this data to report to the School and drive improvement initiatives.

2) Knowledge and guidance for post-school options

The Director of Future Pathways must;

- maintain current, comprehensive knowledge of post-school options and be able to guide students into suitable pathways. This includes university and higher education options, scholarships, post-secondary VET (TAFE-like study), school-based apprenticeships, and other learning and employment-related options, including emerging industries.
- build a resource bank that captures entry requirements, application timelines, and communicate and publicise opportunities across VET and higher education, reflecting the growing interaction between post-secondary academic and vocational pathways in several systems (e.g., Australia, UK, USA)
- lead students and families in their preparation for interstate and international university entry (e.g., US, UK, Europe, Asia)
- oversee and grow the School's university scholarship strategy (academic, sporting, leadership, global programs)
- build relationships with universities (including residential colleges), admissions officers, and scholarship bodies
- guide boys and families through complex admissions systems (e.g. UCAS).

3) Curriculum development and agility

The Director of Future Pathways will;

- articulate curriculum developments and prerequisite knowledge that influence career education for Years 9 - 12
- embed career literacy and future skills into academic programs, including the developing Year 9 program
- work with Heads of Department to connect subjects to real-world applications and vocations
- support informed subject selection aligned with pathways.

4) **Individualised Student Guidance**

The Director of Future Pathways will;

- meet with every Year 12 student each year and be available to work with students and families across Years 9 – 11 to develop individualised pathways and student transition plans for post-school life. This involves co-designing an explicit Pathway Plan, incorporating learner profiles, interests, capabilities, labour market trends and other relevant information, and regularly revisiting plans as students' progress.
- build positive relationships within students, parents, and staff through regular meetings (individuals, year-level groups, and broader information sessions) to discuss university entry, scholarships, VET and pathway opportunities, discuss concerns, and share resources
- work with the Career Development Coordinator to facilitate accessible information sessions and materials about VET, apprenticeships, university pathways and emerging industries; ensure materials reflect current industry needs and courses; include parents in information sessions to address parental perspectives and provide up to date knowledge about university, VET and career pathways
- provide tailored guidance and preparation for high achievers targeting elite universities in Australia and overseas, including athletic pathways
- work with the Career Development Coordinator to assist students to enrol in their courses (usually online), checking all paperwork is complete and payment has been organised.

5) Collaboration with external partners and governance

The Director of Future Pathways will;

- where relevant, strengthen partnerships with VET providers, universities, TAFE institutes, emerging industries, old-boys and industry to improve access to work-integrated learning opportunities, and industry-informed curriculum planning
- work closely with universities and other providers to identify micro credentialing options for Hale School students, as appropriate
- work closely with the Head of Community Engagement and Alumni to create opportunities for information sessions, internships, mentoring, work experience and global immersion programs
- establish regular, predictable communication (e.g., newsletters, portals, parent evenings, Old Boy led conferences) to ensure parents and carers are informed and engaged in pathway planning.

6) Vocational and Alternative Pathways

The Director of Future Pathways will work with the Career Development Coordinator to;

- ensure the co-ordination and management of the VET experience and opportunities for students by working with students and their families and liaising with outside VET providers and monitoring student work and progress in their courses
- ensure that all VET courses delivered by the school and engaged in by the students meet compliance requirements
- ensure diversity in opportunities for VET pathways by identifying the range of vocational programs for implementation, considering student and industry needs and the school's ability to provide the program
- facilitate and case manage student participation in TAFE courses and any other private Registered Training Organisation (RTO) course arrangements that may occur
- monitor student attendance, punctuality, presentation, compliance and performance at externally based vocational providers and liaise with RTO staff, parents, and members of the pastoral team as necessary to maintain attendance, motivation and discipline.

7) Teamwork

The Director of Future Pathways will;

- supervise relevant staff (e.g., Career Development Coordinator) and collaborate with leaders across curriculum and wellbeing
- work collaboratively with the Deputy Headmaster and key academic and Pastoral Care staff to monitor student progress and provide timely interventions that support achievement and wellbeing
- prepare and submit reports (e.g., destination data, program evaluations) as required to internal leadership teams and external agencies, and to the Board of Governors, as required.

8) Administration and Management

The Director of Future Pathways will;

- prepare and manage a budget to meet the requirements of this position
- lead, organise and manage the School's Careers Expo and future iterations of this
- act as the contact person for external careers expos and university open days and assist relevant stakeholders in the school to access these events
- maintain a student pathways and vocational database
- work with the finance team to efficiently manage and administer Pathway and Vocational programs

- manage storage of documents relating to student pathways with a focus on the confidentiality, privacy and integrity of the information received
- demonstrate and practice high-level written, verbal, and non-verbal communication skills.

Teaching Load

The Director of Future Pathways will maintain a teaching load commensurate with that of other Executive level staff and as may be needed on a year-to-year basis.

Other Key Working Relationships

- Headmaster
- Director of Studies and Curriculum
- Round House staff
- Heads of Departments
- Heads of Houses

The Headmaster, at his sole discretion, reserves the right to vary the duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process.

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm.

All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

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Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm. All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- promote the safety and wellbeing of children and young people
- ensure your interactions with children and young people are positive and safe
- provide appropriate support and supervision of children and young people in your care
- act as a positive role model for children and young people
- participate in regular performance management and professional learning linked to our Codes of Ethics and Staff Code of Conduct, Child Safety and Child Protection and Mandatory Reporting Policies
- maintain an up to date and valid Working with Children Check
- if appropriate, meet professional standards for teachers and maintain teacher registration and,
- report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently.