



POSITION DESCRIPTION

POSITION:	Future Pathways Advisor
REPORTING TO:	Deputy Principal/Head of Senior School
DATE:	October 2026

PURPOSE AND RESPONSIBILITIES OF THE POSITION:

The Future Pathways Advisor is responsible for:

- student-centred future pathways coaching for students in Years 10–13
- liaison with tertiary organisations and future pathways providers
- supporting the Head of Senior School with information on trends, subject choices and career options through the development and maintenance of student profiles
- pathways planning and development of resources for delivery by teachers in Year 7–13 Awhi classes.

This position description provides an overview of the key responsibilities of the role and is not intended to be an exhaustive list of duties, which may evolve in response to the needs of the school. As a member of the Marsden School community, the Future Pathways Advisor is expected to work collaboratively with colleagues, school leadership and the wider school community.

All staff are expected to support the Christian ethos of the school and contribute to its mission, values and strategic goals.

ACCOUNTABILITIES:

Contribution to strategic planning

- Meet regularly with the Head of Senior School
- Work collaboratively with the Head of Senior School on strategic planning and the review of processes
- Use relevant research and/or analysis of results to identify opportunities for growth and development in the future pathways programme
- Contribute to the ongoing development and improvement of systems and processes supporting the future pathways programme

Liaison with external providers

- Maintain and develop professional networks with external providers and other stakeholders to ensure the ongoing success of our future pathways programme
- Attend information days organised for career advisors and educators
- Organise and facilitate engagement between students and external providers

- Arrange and host visits from domestic and international universities and other pathways providers to meet with students
- Arrange an annual Future Pathways Evening, including securing guest speakers and coordinating pathways providers in collaboration with the marketing team
- Arrange annual StudyLink and Justice of the Peace visits to support university applications

Teaching and learning

- Coordinate future pathways lessons for students in Years 11–13, for delivery at Awhi time
- Develop and maintain student profiles for students in Years 10–13, gathering and collating information as students progress through their school years
- Provide one-on-one careers guidance and counselling

Family and community engagement

- Develop and maintain the careers section of the school website, including regularly updating careers information and opportunities, in collaboration with the marketing team
- Prepare regular careers updates for families, to be shared through the school newsletter
- Promote future pathways opportunities to students and whānau
- Develop community partnerships that provide students with authentic work experience opportunities

Student and Senior School support

- Prepare CCRF forms for Year 13 university applications in collaboration with the Year 13 Dean
- Support the preparation of university scholarship applications in collaboration with the Year 13 Dean
- Oversee the preparation of Year 13 testimonials
- Assist students with online applications and enrolment for universities in New Zealand and overseas

FUNCTIONAL RELATIONSHIPS

Internal

The Future Pathways Advisor reports to the Deputy Principal/Head of Senior School and works collaboratively with the Deans, Head of Personalised Learning, Tutors, marketing team, staff and students across the school.

External

The Future Pathways Advisor liaises with parents and whānau, represents Marsden and maintains professional relationships with external organisations, including employers, universities, tertiary education providers and other pathways agencies.

REQUIREMENTS

The Future Pathways Advisor will:

- be proficient in the use of Google Workspace and relevant AI tools
- demonstrate excellent communication and interpersonal skills, with the ability to work effectively with a wide range of stakeholders
- demonstrate strong organisational and planning skills, with the ability to manage multiple priorities and work independently

- have a sound understanding of tertiary education pathways, career development and the opportunities available to students
- hold a suitable qualification and have appropriate experience in pathways and careers education