

TEACHER AND PATHWAYS (Year 9 and 10) CAREERS SPECIALIST

POSITION DESCRIPTION

Award	Catholic Education Multi Enterprise Agreement 2022 (CEMEA)
Group	Teacher
Classification	TBC
Tenure	Ongoing
Hours of work	38 Hours per week (1.0 FTE)
Reports to	Deputy Principal - Learning, Teaching & Innovation
Last amendment	September 2024
Version	1.0

Position Summary

The Pathways (Year 9 and 10) Careers Specialist is a registered teacher who will be responsible for the effective leadership, management and organisation of the careers program for Year 9 and 10 students. These responsibilities are multi-dimensional with the successful candidate providing guidance, support and advocacy to students interested in a variety of post school pathways. The successful applicant will work in a team-based environment that involves a student-centred approach and will work closely with the Career Development Leader and the Year Level Leaders and Assistant Year Level Leaders of Years 9 and 10.

This student-centred approach will require the incumbent to be informed in all facets of careers and pathway support. This approach will require a supportive environment, on-going professional learning with an attitude of shared responsibility with internal upskilling being paramount.

Key Selection Criteria	<p>Essential</p> <ul style="list-style-type: none"> • Current VIT Registration • Commit to and uphold the Catholic Ethos of the College through their work. • At least two years of working in a career development role in a secondary school. • Completion of Certificate IV in Career Development or Graduate Certificate of Career Education and Development, or currently enrolled in either qualification. • Member of ACCE, CICA or CAA. • Advanced communication and career counselling skills. • Excellent IT and administrative skills. • Proven ability to organise events and excursions, coordinate work experience, and work with industry.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for all students.



	<ul style="list-style-type: none"> • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Understanding of and commitment to Child Safe Standards.
ESSENTIAL DUTIES AND RESPONSIBILITIES	
Student Engagement	<ul style="list-style-type: none"> • Take a hope-filled and student-centred approach to pathways counselling and student engagement. • Where appropriate and with student permission, include parents in meeting notes. • Work with key staff and community organisations to manage the exit and post school transition of early school leavers. • Continuously research student options, labour market, career programs, and tertiary programs, university prerequisites etc., to ensure appropriate advice is given. • Counsel students and families during the subject selection period. • Market events, programs, and resources to students and families. • Provide advice to individuals or groups of students on further study and movement into tertiary education or the work force. • Work with the Year 9 and 10 Year Level Leaders to investigate the implementation of vocational assessment programs such as Morrisby.
Workplace Preparation	<ul style="list-style-type: none"> • Manage the Work Experience program for Years 9 and 10. • Develop and maintain links with employers and local industry. • Assist students with resume writing, job applications and interview practice. • Coordinate the Year 9 and 10 mock interview program. • Work with key staff to implement the work-related skills units in the PLE program.
Community Connections	<ul style="list-style-type: none"> • Develop and maintain close connections with tertiary providers, community organisations, and local industry. • Coordinate excursions to career and pathway events. • Coordinate guest speakers from business and industry. • Work with key staff to implement career related initiatives. • Work with the years 9 and 10 Year Level Leaders to coordinate the annual Pathways camps. • Work with the Career Development Leader to organise and run Career Expos.
Internal Relations	<ul style="list-style-type: none"> • Support student engagement and a supported transition through school and from school to post school options for early leavers, work with the following key staff: Career Development Leader, Year Level Leaders, Learning and Diversity Coordinator – Year 9 - 10, diverse learning staff, Tiered Intervention Specialists, Student Engagement Specialist, Deputy Principals, Social Workers, Psychologist, Speech Pathologist etc. • Promote the importance of career development to staff.
Administration	<ul style="list-style-type: none"> • Manage storage of student case notes. • Manage the careers budget in partnership with the Career Development Leader. • Complete all paperwork relating to work experience, events, and excursions.



	<ul style="list-style-type: none">• Work closely with the Year 10 Year Level Leader to promote and manage programs such as Kwong Lee Dow and Monash Scholars.• Ensure that all required documentation is completed.• Contribute to the development and implementation of school priorities and goals.
Other	<ul style="list-style-type: none">• Maintain a 0.2 teaching load• Perform any other duties as directed by the Principal and/or Deputy Principal Staff & Operations
Professionalism & Ethos/Mission of the College	<ul style="list-style-type: none">• Be punctual for all duties.• Present self appropriately, following dress code as required.• Keep privileged information to which you are privy by virtue of the employment position confidential.• Respond to own training/development needs.• Seek feedback on own performance.• Maintain highly effective working relationship with all staff.• Co-operate with colleagues to achieve the implementation of all College Policies and procedures.• Participate in meetings as required.• Comply with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.