



Position Description

TITLE: CAREERS PRACTITIONER – COBBLEBANK CAMPUS

Report to: Pathways Coordinator – Cross Campus

REMUNERATION & TIME ALLOWANCE

Position of Leadership Allowance: POL 2 or non-teaching classification

Time Allowance: 8 periods per cycle

Tenure: Three years

The Careers Practitioner is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism. • Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church. • Strive to help students understand and appreciate Catholic teachings through personal example. • Demonstrate a commitment to Franciscan education formed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	• 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. • Demonstrate duty of care to students in relation to their physical and mental wellbeing. • Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College. • Be familiar with and comply with the College child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Provide an exemplary standard of pastoral care to staff, students and parents/carers.

STATEMENT OF DUTIES

Teaching Duties and Responsibilities

- Be aware of MACS schools Flourishing Learners position statement - *Vision for Instruction*.
 - Plan, develop, review, and evaluate curriculum in subject areas, working collaboratively with colleagues to embed careers.
 - Engage in a case management approach to career services for students.
 - In collaboration with the Pathways Coordinator provide a professional service for all students that supports them through a decision-making journey.
 - Work collaboratively with the Pathways Coordinator, and participate, as a member of the Learning Diversity and Student Wellbeing Teams.
 - Provide multiple, meaningful work exposure opportunities including within industry.
 - Embed career education in teaching and learning programs across Years 7-12.
 - Possess the vision and skills to make links between the curriculum and the soft/transferable skills required in the world of work.
 - Organize meaningful work experience and engage with industry to provide multiple, meaningful work exposure opportunities, including within industry.
 - Develop community/industry/alumni links.
 - Conforming with the Strategic Plan, contribute to and foster student knowledge regarding the breadth of choices available to them, such as global networks, the changing world of work, and entrepreneurial opportunities.
 - Explore and deliver resources and supports to empower students to access information, build knowledge and make decisions regarding appropriate further education and career pathways.
 - In collaboration with the relevant teams, provide guidance to students and families as to how the curriculum, subject selection, learning frameworks and further education and training will support career decisions.
 - Work collaboratively with the Pathways Coordinator to partner with local, interstate, and international tertiary institutions and employers in broadening student perspectives regarding post-College opportunities.
 - Facilitate student transition from College into the next phase of life.
- In collaboration with the Pathways Coordinator: Year 7 - 10**
- Maintain communication with the Learning and Teaching Team with information of the changing world of work to make links with curriculum and to assist in vocational awareness and experience for students.

STATEMENT OF DUTIES

- Review and refine the Pathways Program in Year 10 in preparation for subject selection and readiness for the Year 10 Work Experience Program.
- Organise career development interviews with Year 9 and 10 students in preparation for subject selection.
- Contribute to the content and organisation of an Information night for parents of Year 10 students.
- Organise TAFE Taster programs for interested students.
- Participate in Year 10 into Year 11 subject selection interviews as part of the Pathway team.

Years 11 – 12 Career Development Activities (2027)

- Deliver information on all post-secondary College options, tertiary education requirements and prerequisites.
- Provide regular Careers newsletter for Years 10 – 12 students containing information pertaining to university, TAFE and institution open days, Scholarship programs, fee structures, accommodation etc.
- Conduct targeted career information sessions for students and parents on relevant work and career areas, especially in relation to post-secondary choices.
- Liaise with the VET Coordinator regarding Structured Workplace Learning placements and assist with seeking out placements.
- Provide a one-to-one counselling service for students, parents re Pathways.

Year 11 Specific (2027)

- Counsel all students re: post compulsory options and career planning.
- Regularly inform students of developments in workforce, industry areas and tertiary opportunities in the area/state/country.
- Continue ongoing consciousness raising, for example, world of work issues such as occupational health and safety in the workforce, employment search issues, unions, etc.
- Participate in running local careers expo/College information nights.
- Encourage student attendance at Career Expos.

Year 12 Specific (2028)

- All points above as per Year 11 specific.
- Conduct VTAC selection and SEAS processes for relevant students.
- Manage information rollout, counselling for selection of courses, and briefing regarding tertiary institutions' selection processes.
- Provide a counselling service at Change of Preference for VTAC applications and Special Entry and Access Schemes (SEAS).

STATEMENT OF DUTIES	
	• Coordinate and maintain the Destination Survey on exiting students, at this and lower levels. • Commit to ongoing professional development in your area of expertise. • Be open to researching areas of interest relevant to directions provided in the College strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process via ARM. • Be an active member of a relevant professional association as duties permit. • Demonstrate professional and collegiate relationships with colleagues. • Attend all relevant College meetings, after-hour events, services/assemblies, sporting events, mass, community and faith days, and professional learning opportunities. • Support and be involved in the co-curricular program. • Proactively encourage students to participate in co-curricular activities. • Act as a role model for participating students. • Keep accurate records of student attendance and participation within the co-curricular activity. • Create and maintain a safe environment in which students may enjoy their participation. • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting, diabetes, and anaphylaxis training. • Participate in duty supervision as rostered and other supervision duties when required. • Document and maintain procedures relevant to the position. • Other duties as directed by the Principal.

SELECTION CRITERIA	
Commitment to Catholic Education	• Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism. • Demonstrated understanding of the Church's teachings and the staff members role in the mission of the Church. • Demonstrated ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing	• Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	• Demonstrated experience in leading best practice in Student Wellbeing and behaviour management. • Demonstrated understanding of Restorative Practice. • Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the SIF. • Demonstrated ability to support the career development needs of students through face-to-face appointments, group workshops and the development of related resources. • Demonstrated passion for learning and ability to share this with others. • Ability to utilise data to improve student wellbeing outcomes. • Demonstrated ability to successfully lead change. • Ability to work as part of a team – highly relational. • Exhibit self-motivation and confidence with an ability to build capacity in others. • Ability and willingness to accept policy directives. • Highly effective time management skills. • Excellent verbal and written communication skills, with the ability to build rapport with diverse groups of young people. • Self-driven and forward thinking, with an ability to work independently and deliver on strategy and goals relevant to the position. • Excellent computer literacy and strong technology skills to support a high-quality career program experience for students, and the capacity to learn and utilise new online technologies as appropriate. • Proven ability to set priorities and manage multiple tasks. Essential: • Current Mandatory Reporting Certificate. • Certificate IV Career Development or preferably Graduate Certificate Career Development and Education. • Extensive knowledge of further education pathways available following College, and an ability to explain entry criteria and processes. • Experienced in the identification and building of effective and purposeful teams and networks, and in establishing connections and partnerships in the community. • Member of the Career Industry Council of Australia (desirable). • Current Police Check and Working with Children Check

	• CPR qualifications (training provided).
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