



Careers & Pathways Practitioner Role Description

Classification:

Qualified Teacher or

Education Support Officer, Category B, Level 4 (*Catholic Education Multi-Enterprise Agreement 2022*)

Position Description

The Careers & Pathways Practitioner at Mount St Joseph Girls' College plays a vital role in guiding and supporting students as they navigate their educational and career pathways, ensuring they are well-equipped to make informed decisions about their future endeavors.

The Careers & Pathways Practitioner is responsible for providing comprehensive careers counselling services to students, facilitating workshops, organising events, maintaining communication with students and families, and collaborating with external partners. The Careers & Pathways Practitioner will work in close partnership with the Learning Team to develop and embed career education initiatives across curriculum areas.

The Careers & Pathways Practitioner also manages vocational education and training (VET) enrolments and tracks attendance and progress concerns in these programs. The Careers & Pathways Practitioner will work in collaboration with the Learning, Wellbeing & Learning Diversity teams to provide programs that aim for excellence, the development of skills, and the acquisition of knowledge to empower each student to grow towards their potential.

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work

Education and Experience

- A relevant qualification in careers education, i.e. Graduate Certificate in Career Development
- Be eligible for registration with CICA (Career Industry Council of Australia)
- Knowledge of post-secondary education options and pathways
- Proven experience in career counselling and education
- Familiarity with VET administration and implementation in a school-based setting

Key Roles and Responsibilities

Individual and Group Counselling

- Provide personalised career guidance and support to students through one-on-one counselling sessions.
- Conduct small group counselling sessions to address common career-related concerns and provide guidance on post-secondary options.
- Track student interests and trends to ensure that workshops and career education sessions are targeted to the needs of students.
- Provide regular reports and updates to senior management and the College Board.

Communication and Outreach

- Regularly send out newsletters containing valuable career information, updates on upcoming events, and resources to students and families.
- Maintain an interactive website for students and their families to find information and be notified of upcoming events.
- Communicate with students and families regarding significant events such as Year 12 processes, including VTAC and SEAS applications. This should include parent information evenings.
- Provide extensive data analysis of student post-secondary destinations.

Parent Meetings and Tailored Advice

- Schedule and conduct parent meetings and information evenings to provide tailored advice and support for students' post-secondary opportunities.
- Offer guidance and assistance to parents navigating the complexities of post-secondary education and career pathways.

Networking and Partnerships

- Stay up-to-date with information from tertiary education providers and establish connections with local Registered Training Organisations (RTOs) and businesses.
- Utilise the alumni network to provide mentorship opportunities and gather insights into various career paths.

Management of VTAC process

- Provide timely information and updates throughout the VTAC process to ensure students and their families are aware of the timeline, requirements for SEAS and processes involved
- Provide individual advice to Year 12 students for their VTAC application.
- Work in partnership with the relevant staff to support all students who are eligible to apply for SAES categories.
- Provide advice and support to students after they receive their Year 12 results.
- Liaise with the relevant RTOs to manage auspicing arrangements.

Management of VET enrolments

- Coordinate the enrolment process for VET courses.
- Oversee the completion of all MOUs.
- Work with the Finance Team to finalise fees.
- Oversee and implement all VET policies.
- Work with Deputy Principal Learning and Staff to ensure information in the Student Handbook is up-to-date.
- Liaise with external VET providers and other local schools and training organisations to facilitate student enrolment in external VET courses.
- Ensure compliance with relevant regulations and guidelines governing VET programs.
- Develop links to business, community and higher educational institutions in order to foster joint, planned initiatives and activities.
- Utilise the resources provided by external agencies to support students.
- Develop, implement, support and review Structured Workplace Learning.
- Maintain currency of knowledge with respect to:
 - The range and availability of VET courses and opportunities
 - VET processes and opportunities
 - Current careers information, especially as related to TAFE and RTOs
- Monitor and oversee student attendance and progress.

Workshop and Events Facilitation

- Organise and facilitate regular lunchtime workshops on various career-related topics to enhance students' career awareness and readiness.
- Coordinate and host events focused on career exploration, including guest speaker sessions and career expos.

- Organise vocational testing for Years 8–10 students in conjunction with the Deputy Principal Learning and Staff.
- Work with the Deputy Principal Learning and Staff and the Learning Team in the subject selection process.

Career Education Integration

- Support and advise teachers and curriculum leaders on the integration of career education into the school curriculum, ensuring students receive comprehensive career preparation throughout their academic journey.
- Work in close collaboration with the Learning Team to embed and review the career education curriculum priorities.
- Oversee the auditing and planning of the embedded General and Social Capabilities in the Curriculum.

Organisational Structure

- Direct Report: Deputy Principal Learning and Staff
- Liaise as required with:
 - Deputy Principal Student Wellbeing
 - Wellbeing Team
 - Learning Development Team
 - Learning Diversity Team
 - VASS Administrator
 - Finance Team
- External Relationships:
 - VET Coordinators in the local area
 - LLEN
 - RTOs
 - Universities
 - Local government
 - Not for profit organisations
 - Alumni network

Undertake related duties as requested by the Principal who may vary the above duties.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College.
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders in Catholic schools to provide faith leadership.
3. The capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement.
4. The ability to dialogue with staff in a collegial manner to achieve improved learning outcomes for students.
5. The capacity to create and maintain an environment that supports continuous improvement in curriculum design and delivery leading to the achievement of high-quality outcomes for all students.
6. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
7. Proven organisational skills and capacity to show initiative in working independently.
8. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversation with regard to student outcomes.