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## Position Description

November 2017

# Senior School Careers Advisor

### Role Description

The Careers Advisor will provide careers counselling, guidance regarding tertiary and vocational education and general advice to students within the Senior School, their parents and staff where appropriate.

This is a full-time, permanent position commencing in Term 1, 2018.

Annual leave entitlement for this role is four weeks per year a preference for a 44-48 week/per year role will be considered for the successful candidate.

### Reporting Relationship

The Careers Advisor is ultimately responsible to the Principal in all aspects of the position and directly responsible to the Director of Curriculum. On a day-to-day basis, s/he will also work closely with the Deputy Director of Curriculum and Year Co-ordinators.

### Role Responsibilities

The following list is indicative of the responsibilities attached to the role. The Principal may assign additional duties from time to time.

- Provide careers counselling and tertiary/vocational studies advice to senior students.
- Assist students with subject selection matters when required.
- Provide tertiary entrance advice and manage the UAC information process for senior students.
- Manage and implement careers testing tools and subsequent reports from external providers such as Morrisby and Academic Assessment Services (Allwell).
- Regularly update and communicate careers information to students and parents through a variety of channels.
- Provide individual advice to girls and parents regarding careers and tertiary entrance information.
- Consult with teaching staff regarding subject selection to prepare students for post-school pathways, especially for students with special learning needs.
- Manage and co-ordinate careers events such as the Alumnae Careers Evening, The SMH HSC and Careers Expo (Year 12), University of Sydney Subject Selection Evening (Year 10) etc.
- Organise and host regular careers and tertiary information sessions about UMAT, ANU Tuckwell Scholarship, UK and US universities etc.

- Liaise with Year 12 Co-ordinator to plan and implement Year 12 UTS Study Day in Term 1.
- Manage and provide supporting documentation all overseas university and scholarship applications for Year 12 students, including final submissions to The Common Application and UCAS (and any other individual universities as required).
- Manage and produce academic transcripts for current and past students as required for university applications.
- Advise students, when required, on entrance requirements and deadlines for international tertiary institutions.
- Liaise with and communicate deadlines to relevant staff to provide references and letters of recommendation for Year 12 student college, university and scholarship applications.
- Manage and provide supporting documentation for all domestic university college applications for Year 12 students.
- Work closely with Director of Sport to support all elite sport scholarship applications for Year 12 students.
- Create and publish an annual style guide for all tutors and academic staff to support the writing of references and letters of recommendation.
- Provide mock interview opportunities for Year 12 students to prepare them for university and work.
- Work closely with Deputy Director of Curriculum to provide letters of support as appropriate to students for their Educational Access Scheme (EAS) applications.
- Track and publish the tertiary/vocational pathways of Old Girls on an annual basis for Annual Reporting and/or School Council update requirements.
- Regular attendance at CAAUNSW meetings and other university hosted or networking careers events.

### Experience & Expertise

- Demonstrated expertise and experience in careers counselling, preferably in a school context.
- Professional certification or qualifications in careers education and/or counselling.

### Qualifications

- Highly desirable: degree or other qualification in teaching and/or careers counselling

### Personal Attributes

- Excellent communication skills both written and oral
- Confident speaker capable of representing the School with warm manner and professional presentation.
- Attention to detail

- High level administrative and organisational skills
- Demonstrated experience in dealing appropriately, and calmly, with confidential and sensitive information.
- Ability to manage effectively numerous intersecting demands, particularly at crunch points during the year. This includes managing large numbers of overlapping applications with associated demands (references, transcripts, deadlines, interviews etc).
- Flexible and responsive to the needs of the school community and driven to achieve the best outcomes for the school.
- A collaborative, team player balanced with the ability to be decisive and directional where situations demand.
- Model and promote lifelong learning.
- Highly motivated individual with a strong 'can do' attitude.

Closing date for applications is Friday 24<sup>th</sup> November at 5pm.

PLEASE NOTE THAT QUEENWOOD ONLY ACCEPTS ELECTRONIC APPLICATIONS

Applications should include:

- Your WWCC number as per new regulations as at 15th June 2013
- Application for Employment – see Queenwood website Employment page: <http://www.queenwood.nsw.edu.au/about-queenwood/employment/>
- Resume & cover letter addressing the criteria / position requirements
- Your email address
- Names and phone numbers of three confidential referees
- Applications that are not accompanied by the Queenwood Application for Employment form will not be considered.
- Applications to be emailed to: [Assistant.to.DoC@queenwood.nsw.edu.au](mailto:Assistant.to.DoC@queenwood.nsw.edu.au)