

POSITION DESCRIPTION



Caulfield
grammar school

Position Title: Careers Counsellor		Location: Wheelers Hill Campus
Level / Range: TBA	Department: Careers	
Line Manager: Head of Senior School		Date Completed: February 2017
Financial Budget: TBA	Key relationships: Students, Parents, Head of Campus, Head of Senior School, Head of Teaching and Learning, Careers team at Caulfield Campus	Employees: N/A
REPORTING RELATIONSHIPS		SELECTION CRITERIA
Head of Senior School ↓ Careers Counsellor	ESSENTIAL/DESIRABLE:	
	Skills:	Counselling, time management; planning and organisation; conflict resolution and problem solving; leadership; decision-making; outstanding communicator; presenter; analytical minded; developed and sustained quality recordkeeping practices; advanced computer literacy; strong understanding of tertiary system in Australia and other countries as required
	Experience	A sound understanding of and experience in working with adolescents. Knowledge of labor market issues and current and developing opportunities and requirements in secondary and post-secondary education. Experience in a Careers Practitioner position in a vibrant secondary environment preferred.
	Qualifications & Licences	Suitable Careers Counselling qualification with Teaching qualification preferable. VIT registration OR Employment Working with Children Check Holds the qualification for Professional Career Development Practitioners as outlined in the (CICA) Professional Standards for Australian Career Development Practitioners
	Personal Attributes	High standards of professional conduct; initiative; strength in relationship building; able to give and receive feedback; confident in modelling best practice; excellent interpersonal and communication (written and oral) skills.
PURPOSE OF THE ROLE		
Abiding by the Career Industry Council of Australia (CICA) Professional Standards for Australian Career Development Practitioners and CEAV Code of Ethics the Careers Counsellor oversees the smooth running of Careers for the campus while liaising closely with external and internal stakeholders to ensure a well-informed pathway for students. The Careers Counsellor leads a comprehensive one to one counselling service in the areas of careers and course (both internal and post-school) choice and provides information and options to students, parents, staff and Grammarians.		

MISSION		
To enable quality learning every day in every experience for every learner for life.		
ROLE		
KEY RESULT AREAS	KEY TASKS	KEY PERFORMANCE INDICATORS
Career Development Activities	• Deliver information on all post compulsory options and VTAC selection system to school community via a variety of channels including one to one counselling, newsletters & bulletins, AccessCGS etc. • Inform school community of all tertiary education requirements and pre requisites, including UMAT, Open Days in TAFEs and University, 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 compulsory choices • Communicate to school management, VET co-ordinator and teachers developments in VET opportunities to enhance school curriculum, and aid vocational awareness and experience for students • Provide a one to one counselling service for students, parents and the wider school community including assisting students who wish to pursue study overseas • Present careers information at parent evenings • Respond to all parent and student enquiries • Respond to and organise lunch time speakers from industry and tertiary institutions • Assist students to prepare resumes, job applications, etc.	• All Career development programs communicated and delivered to annual timescale • Timely communication to students, parents and staff on all Careers events, time-lines and deadlines • One to one counselling sessions delivered appropriately in accordance with school time-line • Queries from parents and students responded to within 48 hours and in an approachable and professional manner

Year 10 specific	• Design and deliver career development program based on The Australian Blueprint for Career Development and testing in preparation for subject selection and post-secondary options • Oversee and provide support for work experience, which incorporates safe@work training • Conduct and coordinate one to one interviews with each year 10 student regarding VCE subject selection incorporating feedback from careers testing • Develop students' skills in resume and cover letter writing and interview skills • Conduct careers classes • Organise careers expo	• Training delivered to all Y10 students in accordance with the Australian Blueprint for Career Development • Career Testing conducted for all Y10 students in accordance with the school time-line • One to one counselling sessions delivered appropriately to all Y10 prior to the close of VCE Subject selection in accordance with school time-line • Deliver to all Y10's the Safe@Work training prior to commencement of work experience • Y10 work experience program delivered, communicated and administered in accordance with school time-line and incorporating feedback and review where possible.
Year 11 specific	• Counsel students as required regarding subject changes and post-secondary options • Liaise with parents regarding subject choice and post-school options • Advise students of developments in workforce, industry areas and tertiary opportunities in the area/state/country • Manage and co-ordinate school careers breakfasts • Encourage student attendance at expos, open days, seminars etc.	• One to one counseling sessions delivered appropriately in accordance with school time-line • Career breakfasts communicated and organised in accordance with school time-line, attracting high attendance / participation • Timely communication to students, parents, staff on all Careers events, time-lines and deadlines
Year 12 specific	• Counsel all Year 12 students biannually regarding their career action plan and post-secondary applications • Advise students of developments in workforce, industry areas and tertiary opportunities in the area/state/country. • Manage and co-ordinate post-secondary options expo and careers breakfasts in conjunction with CC Careers Team • Encourage student attendance at expos, open days, seminars • Conduct seminars on VTAC and other study options incorporating application processes, tertiary institutions selection criteria, Special Entry and Access Schemes (SEAS) eligibility and scholarship offerings and procedures • Conduct analysis of ATAR results against student choices/applications to aid post ATAR result discussions • Provide one to one counselling during Change of Preference (COP), for VTAC and interstate applications and during January offer process	• Y12 Career Action plan sessions communicated and delivered appropriately in accordance with school time-line • VTAC seminars conducted prior to the Tertiary applications commencement • Y12 Tertiary application interviews conducted to all students prior to closing deadline • Career breakfasts communicated and organised in accordance with school time-line • Timely communication to students, parents, staff on all Careers events, time-lines and deadlines • Detailed ATAR analysis conducted post results • Y12 Change of Preference interviews conducted in accordance with school time-line

Financial and administration	• Comply with administrative and organisational requirements • Manage the Career's human, physical and financial resources effectively and efficiently to achieve the School's educational goals and priorities • Maintain a relevant and current career service centre	• Careers budget managed and projected in line with school procedures • Careers resources managed in line with school procedures
------------------------------	---	---

This job description reflects the schools' assignment of essential functions; and nothing in this herein restricts management's right to assign or reassign duties and responsibilities to this job at any time.

CERTIFICATION	
LINE MANAGER	FUNCTIONAL HEAD
Signature:	Signature
Date:	Date: