

Position Description

Head of Careers, Haileybury

Haileybury is one of the leading schools in the Asia-Pacific region with campuses and education programs at Keysborough, Brighton, Berwick, City (Melbourne) and China. The School has enrolments exceeding across its operations. The School is acclaimed for its outstanding academic achievements, small class sizes, broad range of co-curricular activities and international opportunities. Further information on Haileybury is available at www.haileybury.com.au

Haileybury is committed to child safety. We have zero tolerance of child abuse.

Haileybury encourages applications from people from culturally and/or linguistically diverse backgrounds. Applicants are welcome to elaborate on experience they may have of working with children from a culturally and/or linguistically diverse background.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Haileybury seeks applicants for the following position:

Position Title:	Head of Careers
To Commence:	Term 2, 2019
Campus Location:	Haileybury Senior School, Keysborough
Reports to:	Senior Vice Principal & Head of Senior Schools
Employment Status:	Full-time, permanent (holidays negotiable)
Salary Range:	\$100,00 - \$104,500 pa + 11% Superannuation

RESPONSIBILITIES:

The Head of Careers is responsible for the management and delivery of career education across Haileybury's multiple campuses. Careers education refers to the provision of careers and course information, careers counselling and a careers curriculum.

Courses and Careers Information

The Head of Careers is responsible for:

- The development and management of a School-wide career education program
- Provision of information regarding developments in post-secondary training and education and employment trends
- Establishing and maintaining relationships with key stakeholders including: parents; students; school staff; tertiary institutions and employers
- Coordinating the work schedule of the Careers team
- Responding to inquiries from parents, students, staff and external organisations
- Presentations to groups with varying interests and needs, including parents, staff and international students
- Provision of job readiness advice, including interview skills and resume preparation

- Provision of Morrisby Online career interest survey for all Year 10 students
- Maintenance of student career planning records and other administrative tasks as required
- Maintenance of a Careers Department Presence on Haileybury's LMS, and regularly posting publications and relevant links for student use
- Management of Haileybury's multiple VTAC accounts
- Mentoring Careers practitioners at Haileybury 's international operations
- Overseeing international pathways including PSAT/SAT testing
- Overseeing the Work Experience Program Coordinator
- Organisation of a biennial Careers Expo featuring presentations from industry, tertiary institutions and the broader community
- Systematic, efficient and effective information resource and data management including record keeping of interviews and maintenance of a careers library

Careers Counselling

The Head of Careers is responsible for the delivery of careers counselling including:

- Individual counselling of senior students regarding subject choice, post- secondary school options, tertiary applications and pathways and transition planning
- Scheduling of interviews both daily and term by term
- Individual career counselling on-demand for students and/or parents
- Educational and transitional needs of individuals including international students and students with individual needs.

Budget Management

The Head of Careers manages an annual budget.

KEY SELECTION CRITERIA:

Mandatory:

- Working with Children Check Card
- Recent career counselling experience in a secondary school setting
- An ability to respond to the differing needs and talents of all students especially in relation to gender differences
- Ability to form a rapport with staff and students and build collaborative working relationships
- Ability to initiate and implement ideas to enhance the school
- Strong verbal, written and inter-personal communication skills
- Time-management skills
- Advanced communication, interpersonal and counselling skills, including well developed written and oral skills and the ability to develop and deliver career development programs based on the Victorian Careers Curriculum Framework
- Knowledge of:
 - Australian Blueprint for Career Development and the Victorian Career Curriculum Framework
 - Victorian Senior Secondary Certificates, Victorian and interstate post-secondary education and training courses including application and selection processes
 - Knowledge of: Political and organisational impacts on changing work environment both nationally and globally
 - Career Development resources including assessment tools and labour market information

- Computer skills which include a range of software features for word processing, spreadsheets and presentations.

Desirable:

- Experience of working with children from a culturally and/or linguistically diverse background.

PERSONAL QUALITIES:

- Well organised
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team.

ACADEMIC QUALIFICATIONS:

- Postgraduate studies that meet the Professional Standards for Australian Careers Practitioners
- VIT registration is an advantage but not necessary.

INHERENT REQUIREMENTS:

(This sections gives information about the physical and emotional health abilities required for the position)

Cognitive Demands:

- Ability to work with groups of young students and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high level decisions and/or be involved in high-level decision-making
- Ability to be resilient when dealing with staff and students
- Ability to perform role whilst managing students' behavioural demands.

Physical Demands:

- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to work at a computer for extended periods of time
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental Demands:

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

GENERAL INFORMATION:

- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds
- The successful candidate will be expected to support the vision and ethos of the School
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislations and Haileybury's Policies and Procedures as set out in the Staff Manual.

Further information about this position is available from:

Name: Ms Pamela Chamberlain

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This position description was prepared by: Dr Stephan Muller, updated in April 2019.