



## CAREERS COORDINATOR POSITION DESCRIPTION

**POL 2**

**TENURE: 3 YEARS**

Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community.

Teachers at Marymede Catholic College are appointed by and responsible to the Principal for the delivery of quality learning and teaching experiences, which enhance student outcomes.

The College recognises teachers as its most valuable resource and expects teachers to work in a collaborative way that enhances the spirit and culture of the College community and supports the College Mission, Vision and Annual Action Plan.

### **Role Responsibilities**

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2018)* and the Victorian Institute of Teaching Dimensions of Professional Practice. The role revolves around a demonstrated commitment to professional knowledge, professional practice and professional engagement. The teacher must also hold a current VIT Registration.

The Careers Coordinator is responsible to the Deputy Principal Staff & Operations P-12 regarding daily responsibilities. The Careers Coordinator is a member of the Student Wellbeing Team of the College. The role also has a teaching component.

The role of the Careers Coordinator is to contribute to the career education and decision making of students by:

- Providing a Careers library of up-to-date and relevant information on careers and post-secondary education and training options, including electronic sources.
- Assisting students with subject choices and tertiary course choices application procedures and to provide information to parents.

- Assisting the Pathways Team in managing the Year 10 Work Experience Program and ensuring that legislated guidelines are met.
- Contributing to Careers Education Programs and the Subject Selection process and relevant areas in VCE, VET and VCAL.
- Keeping school staff and administration abreast of developments in post-secondary training and education and employment trends and contribute to cross-curriculum programs such as VET in schools.
- Producing various careers publications/kits for Secondary students e.g. providing students leaving school with relevant contacts and support materials for future career choices and procedures.

### **Publications**

The Careers Coordinator should inform the school community on a regular basis of careers activities such as TIS days, Open Days, Industry Days, apprenticeship vacancies etc. via the school Newsletter and other publicity opportunities such as handouts to Tutor Groups.

### **Guest Speakers**

The Careers Coordinator should instigate a series of speakers including ex-students, representatives from industry, tertiary education and other relevant personnel.

### **Events/Activities**

The Careers Coordinator is responsible for:

- Assisting other staff in conducting industry/tertiary visits where appropriate.
- Conducting or assisting at Information Evenings for students and parents on topics such as VCE, VET and VCAL including Subject Selection, tertiary prerequisites and how to access resources.
- Contributing to local/regional school-based Careers Nights or Seminars.
- Encouraging students to participate in 'taster days' and other such programs offered by industry organisations and tertiary institutions.

### **Careers Coordinator**

The Careers Coordinator is responsible for providing a program with opportunities to:

- Advise Year 12 students with VTAC choices and other post-secondary options and liaise with the Pathways Team, the Secondary Learning & Teaching Coordinator and other members of staff associated with this process.
- In consultation with the Pathways Team and VCE Coordinator, advise in groups or individually for VCE, VET and VCAL Subject Selection.
- In consultation with the relevant Domain Leader, advise individually or in groups for specialist areas of study such as Languages in regard to career potential/outcomes.
- Advise parents of options available to students e.g. Scholarships, study abroad, local job pathways programs, gap year etc.
- Monitor student destinations in Years 10-12.

### **Job Search/School Leaving Skills/Apprenticeships/Employment**

The Careers Coordinator is responsible for conducting an annual program of activities to:

- Assist students leaving school with job search and application skills e.g. in programs such as the Year 11 Seminar for Interview Techniques, Resume Writing etc.
- Consult with the VCE Coordinator regarding School Based Apprenticeships.
- Assist students to find employment, apprenticeships and traineeships.
- Inform the school community about labour market developments and how that impacts on student career and job options.
- Keep abreast of changes in the vocational training sector.

### **Collaboration**

- The Careers Coordinator works as a team member of the Student Wellbeing area of the College.
- The Careers Coordinator will work with the VCE and VCAL Coordinators to support students in these programs.
- The Careers Coordinator is a member of TALC and attends TALC meetings.

### **Professional and Pastoral Leadership**

- To demonstrate a clear commitment to the Vision and Mission of the College.
- To provide a role model of professional behavior including quality teaching, positive approach, punctuality, appropriate professional dress, efficiency with paperwork and maintenance of a tidy environment.
- To participate in the wider school by support of the co-curricular program and College functions.
- To monitor and enhance morale.
- To be responsible for staff development in consultation with the Deputy Principal Secondary (Students, Staff and Operations).
- To share in the Pastoral Care of staff, particularly those new to the College, including provision of encouragement, acknowledgement of effort and sharing of ideas on classroom practice.
- To make use of networks, regional representative and subject associations and to pass on relevant information to subject teachers.
- To ensure that reports of the in-service attended are distributed and discussed.
- To be available for parental contact as required and appropriate regarding curriculum and teacher enquiries or concerns.
- To organise guest speakers and presenters for classes to enrich the curriculum.
- To be aware of the gifts and abilities of individual teachers and provide encouraging and affirming opportunities and forums for them.
- To ensure that resources, materials and equipment are safely and appropriately stored.
- To represent the College in external forums as appropriate.

### **Administrative Leadership**

- To submit annual proposals for capital expenditure.
- Purchase and maintain the capital equipment as required by the Domain in consultation with the Principal and Deputy Principal Staff & Operations P-12.

- To maintain a record of expenditure and manage the Domain Budget in conjunction with the Business Manager.
- To administer the Domain Budget, overseeing the purchase of books, materials and equipment.
- To oversee planning and implementation of excursions within the Domain.
- To maintain a file of appropriate resources within the Domain.
- To ensure that copyright regulations are followed in the Domain.

### **Training/Annual Professional Development**

Ideally, the position will be held by a person with relevant Careers of Counselling qualifications e.g. postgraduate Careers Studies or Psychology. Other relevant skills/experience includes:

- Events management.
- Communication/marketing skills.
- Industry experience.
- Knowledge of University and TAFE systems, application and selection.
- Procedures.
- Participation in regional Careers Network.
- Membership of relevant organisations such as the CEAV.

The position requires attendance at a range of off-campus meetings and briefings throughout the year to maintain an appropriate professional knowledge base. In addition, the Careers Coordinator will be available for a number of days at the end of the academic year to assist Year 12 students after VCE results have been issued.

In addition, the Careers Coordinator will also be available in mid-January (3 days) to advise on tertiary pathway placements.

### **Health & Safety**

*All staff are expected to:*

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

### **Other Specific Duties**

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2018*.