



# Caroline Chisholm Catholic College

## Position Description – Careers Advisor

**CLASSIFICATION:** Education Support Officer

**REPORTS TO:** Principal via Director of Curriculum

The Careers Advisor's role is providing pathways advice and administrative support to the Careers office. The Careers Advisor's works within a team alongside the Director of Curriculum, Senior Pathways Coordinator and Careers administration assistant.

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### Duties

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Specifically, the duties include;

#### Careers/Pathways

- Data management during Course Selection periods
- Provide administrative support to the Pathways Team as required
- Provide basic careers/pathway advice to students and families
- Update Compass entries regarding student pathways
- Organisation and/or administration of SWL
- Organisation and administration of voluntary work experience undertaken by Senior School students
- Administer Work Experience forms and certificates
  - Assist with work experience visits as discussed with Director of Curriculum
- Update the Work Expo programme
- Input Work Experience Details into Database. Ensure copies are sent to appropriate people
- Organisation and set up of the Careers Expo and Industry Days
- Assist with a development a Year 7 and 8 Careers programme in consultation with Director of Curriculum
- Counselling of Year 9 candidates, including parent/guardian, for acceleration.
- Counselling of Year 10 students regarding their choice of senior secondary program, subject choice, VET options and pathway options in consultation with Director of Curriculum
- Counselling Year 12 students in relation to post-secondary school choices and other post-secondary options and liaise with the Director of Curriculum
- Counselling in groups, or individually, for specialist areas of study regarding career potential / outcomes
- Provide a Careers Library of up-to-date and relevant information about careers, post-secondary employment and education and training options.
- Assist students with subject and tertiary course choices, application and selection procedures and provide information to parents.
- Contribute to the career's education programs / units in the College curriculum
- Inform school staff and administration of developments in post-secondary training and education, employment trends
- Liaise with external agencies for example Universities and TAFE as deemed appropriate by the Director of Curriculum
- Publish a kit for exiting students including relevant contacts and support material.
- Regularly inform the College community about careers activities such as Open Days, Industry Days, apprenticeship vacancies etc. via the Careers and College newsletters, careers website etc

#### VET

- Student USI follow up
- Liaise with ALC Team where necessary with respect to VET students under ALC guidance

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- SWL assistance and paperwork follow up

### **General**

- Keep abreast of College software / data packages
- Assist with answering parent queries as required
- Attend professional development activities
- Implement emergency procedures and take on specific duties dependent on the threat

### **Team Culture**

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within time frames
- Organisational decisions implemented and reinforced in a positive way

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### **Key Performance Indicators**

- 100% accuracy of data entry for Placements
- Completion of Interviews across year 10 and 12 students

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These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

### **Other duties as directed by the Principal**

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### **Selection Criteria**

- A commitment to Catholic Education
- Have or be willing to obtain a qualification in Career Education. Minimum expected qualification is a Certificate IV in Career Development
- Appropriate qualifications and/or experience
- Experience in the use of computerised database systems
- Understanding of Work Expo software and use
- Experience with Career Tools software
- Knowledge of Windows based computer applications is essential
- The ability to work under pressure with accuracy
- Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
- Ability to exercise high work ethics
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check

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### **Terms & Conditions**

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Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).

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### **Caroline Chisholm Catholic College is a Child Safe School**

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