



CAREERS COORDINATOR

The Careers Coordinator is appointed by the Principal and reports to the Deputy Principal Learning and Innovation and Liaises with the Director of Learning and Teaching. They work as part of the Senior Programs Team which consists of Deputy Principal Learning and Innovation, Director of Learning and Teaching, VCE VM Coordinator and Pathways Coordinator.

The Careers Coordinator works in collaboration with the Assistant Careers Coordinator, members of the Student Wellbeing and Learning and Teaching Teams to provide students, staff and parents with information that enables a smooth and successful transition through the senior years of school to further study or work. The position includes a part-time classroom teaching allotment.

The Careers Coordinator takes on a role based on a model of Christian service. The Careers Coordinator derives authority from the Principal and is empowered and expected to participate in the implementation of the College Vision and be guided by the College values of Compassion, Justice, Courage and Joy.

KEY RESPONSIBILITY AREAS

Careers and Pathways

1. With the Assistant Careers Coordinator, inform and advise students of tertiary education requirements and pre requisites, including UMAT, Open Days in TAFES, Colleges and Universities, scholarship programs, fee structures, etc. through a variety of means including assemblies, presentations to parents and students, school newsletters and bulletins and a Careers page on the College Portal.
2. Manage information rollout in relation to VTAC and other study options for Year 12 students, including counselling for course selection and briefing on selection methods used by tertiary institutions.
3. Coordinate with the Assistant Careers Coordinator, counselling services for students and parents in relation to post school options throughout the year and including during VTAC application process and at the end of Year 12.
4. Work closely with the Pathways Administrator to ensure that the information available in the Pathways Lounge is current and relevant to students.
5. Attend professional learning to maintain and extend knowledge in the area of careers and to develop professional networks and relationships with institutions and employers.
6. With the Assistant Careers Coordinator, work closely with teaching staff during the subject selection process to ensure that students are appropriately resourced to make subject decisions.
7. Meet with all Year 10 and 12 students to discuss pathways and support them in tertiary pathway planning.
8. Maintain records of meetings and other documentation as appropriate.

Work Experience and Structure Workplace Learning

1. Oversee the Work Experience and Structured Work Placement Learning programs for senior students ensuring they operate within legislative guidelines and provide learning opportunities for students.
2. Assist students to identify local employment opportunities via local Jobs Pathways programs.
3. With the Assistant Careers Coordinator, identify employers of choice for Work Experience and Structured Work Placements and work with employers to develop appropriate programs in these workplaces.
4. Monitor and visit students on Work Experience and Placements / Structured Workplace Learning.

Careers Curriculum

1. Facilitate the implementation of Careers Curriculum Framework and Program in the school to develop learning and teaching programs that build skills students need to take their place in the world of work.
2. Work closely with the Assistant Careers Coordinator, VCE VM Coordinator to provide tailored careers information and support to the VCE V students.
3. With the Assistant Careers Coordinator, assist students to develop their skills in resume and cover letter writing and preparation for interviews as part of the Year 9 Horizon program and with individual students.
4. Administer the appropriate career testing program for Year 10 students.
5. In collaboration with other staff, organise and conduct targeted career information sessions, attend parent information nights and parent teacher interviews and careers exhibitions for students and parents on relevant work and career areas.
6. Regularly review and enhance the Careers program so that it meets the needs of the students at OLMC.
7. Carry out classroom teaching as required for both Careers and in their relevant teaching area.
8. Participate in Student Wellbeing Team and liaise with Learning and Teaching Team as required.

Child Safety

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College.

ACCOUNTABILITY

- Reports to:** Deputy Principal-Learning and Innovation
- Internal liaisons:** Assistant Careers Coordinator, Students, Parents, Staff, Pathways Coordinator, Curriculum Coordinator and VCAL Coordinator
- External liaisons:** Catholic Education Office, Local Authorities, Tertiary Institutions, Career Education Association of Victoria, VTAC and VCAA

CONDITIONS

This is a POL 3 position with a time release of 20 lessons. Conditions are as per the Catholic Multi Employer Agreement 2022 and OLMC employment policies.

KEY SELECTION CRITERIA

1. Understanding of the Catholic philosophy and Mercy ethos of education and commitment to the values of the school and to a Christian model of service in their work.
2. High level organisational and administrative skills with the ability to prioritise own workload.
3. High level interpersonal skills including the ability to communicate effectively, both orally and in writing.
4. Demonstrated initiative and ability to be flexible and adaptable and to work as part of a team.
5. Ability to evaluate current practices and liaise effectively with other staff in terms of developing and implementing more efficient and productive processes.
6. Experience in using technology within an educational environment.
7. The candidate will hold post-secondary qualifications and a post-graduate qualification in Careers Education.
8. Previous Experience in a Careers Counselling position is highly desirable.

Date: July 2024