

## POSITION DESCRIPTION

### Careers Practitioner

<b>POSITION</b>	Careers Practitioner
<b>RESPONSIBLE TO</b>	Deputy Principal Learning and Teaching
<b>CLASSIFICATION</b>	Teacher or Education Support Officer
<b>EMPLOYMENT TERMS</b>	<ul style="list-style-type: none"> <li>• Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022)</li> <li>• Remuneration is in accordance with the CEMEA 2022 and dependent on skills and experience</li> </ul>
<b>PREPARED BY</b>	Principal
<b>ISSUE: 04</b>	<b>DATE:</b> March 2024

All staff members of Siena College are expected to support and promote the College's mission. Siena College, a Catholic secondary school in the Dominican tradition, engages young women in a challenging education that empowers them with the personal resources to make a difference in the world, by searching for truth through a culture of lifelong learning.

The College has a universal expectation for the protection of the young women in its care and is committed to ensuring that all staff promote the inherent dignity and fundamental right of students to be respected and nurtured in a safe school environment. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

The College Careers Practitioner promotes the philosophy of the College as outlined in the Mission Statement. Under the direction of the Principal, the Careers Practitioner is responsible for the overall direction of careers education and advice for students at the College. The Careers Practitioner is expected to demonstrate a comprehensive knowledge and understanding of best practice in Careers education and advice, particularly as it applies to girls. The Careers Practitioner will work with students in assisting them to make a smooth transition into post schooling options by providing innovative and effective leadership of the Careers programs and practices at the College.

#### 1. Careers Service

- 1.1. Demonstrate passion, expertise and excellence in supporting students into their future pathways
- 1.2. Implement and coordinate innovative and inclusive Careers programs that are responsive to student and community needs

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- 1.3. Ensure Careers programs and practices are regularly monitored and reviewed
- 1.4. Keep abreast of emerging trends in career opportunities and the world of work
- 1.5. Conduct/attend relevant parent and student information sessions
- 1.6. Provide individual careers advice and support for students
- 1.7. Report to the Principal on matters relating to the Careers Programs
- 1.8. Contribute to College newsletters, staff and student bulletins and Year Book publications
- 1.9. Ensure the Careers Centre is a vibrant area that is accessible to students, teachers and parents
- 1.10. Develop students' skills and abilities to analyse and investigate courses and occupations and develop their decision making skills in relation to career options and pathways
- 1.11. Facilitate careers advice, guidance and information services for students and their families
- 1.12. Ensure that the Careers Program is relevant and linked to the curriculum
- 1.13. Coordinate provision of career and vocational testing
- 1.14. Work with the Deputy Principal, Learning and Teaching, the Director of Learning and the Senior Pathways Coordinator regarding advice to students in subject selection processes
- 1.15. Provide analysis of tertiary offers and OnTrack data to the Principal and Deputy Principal, Learning & Teaching

## **2. Working within and beyond the School Community**

- 2.1. Attend relevant professional learning Careers briefing sessions, seminars, and network meetings
  - 2.2. Demonstrate excellent interpersonal skills and effective communication in all forms
  - 2.3. Demonstrate effective engagement with staff and students in the area of Careers Education
  - 2.4. Facilitate processes that ensure collaborative consultation, effective communication, sensitivity and respectful responses to student needs regarding future pathways
  - 2.5. Ensure the Careers programs and practices are compatible with outside agencies and organisations within the broader community
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#### Demonstrated by Specific Duties

- Provide appropriate support to staff within the Careers area
- Work closely with Learning Support staff and others to ensure the needs of all students are identified and supported; attend Program Support Group meetings as required
- Liaise closely with relevant staff such as subject teachers, House Group Teachers, Learning Support staff and others as appropriate
- Maintain the College Careers Website and Newsletter to convey information relating to careers, open days, scholarship information and other
- Liaise with outside agencies and tertiary institutions as required
- Keep staff informed about relevant decisions and issues affecting Careers programs
- Liaise with parents as required on matters relating to Careers and Work Experience
- Provide information sessions for students, staff and parents on issues relating to VTAC processes and applications
- Guide and prepare students in relation to UMAT, VTAC, SEAS and related applications
- Assist students with applications for scholarships, cadetships, traineeships and the similar opportunities
- Be available for interviews with Year 12 students who wish to change preferences once VCE results are released
- Attend VTAC and other relevant seminars/careers briefings when possible

### **3. Administration and Management**

- 3.1. Maintain records in accordance with College policy and practices
- 3.2. Demonstrate high levels of organisational and administrative skills
- 3.3. Plan, develop, organise and co-ordinate programs and processes relating to the Careers Service
- 3.4. Other duties as required by and negotiated with the Principal and/or Deputy Principals

#### Demonstrated by Specific duties:

- Maintain records in accordance with College policy and practices
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- Prepare budgets; plan and manage relevant expenditure in accordance with College guidelines
- Keep agendas and minutes of meetings
- Oversee the orderliness and functionality of the Careers area
- Oversee the maintenance of resources and facilities within the Careers area
- Circulate information, materials and resources to staff as required
- Maintain an inventory of department resources
- Guide and prepare students in relation to VET studies applications and liaise with students, parents, and the providers as required

#### **4. VET Administration**

- 4.1. Manage VET contracts and liaise with relevant stakeholders
- 4.2. Liaise with and provide current VET information to the Curriculum Administrator and Senior Pathways Coordinator

#### **5. General accountabilities for all Staff**

- 5.1. Demonstrate duty of care to students in relation to their safety and wellbeing
- 5.2. Be well informed and comply with College obligations in relation to Child Safe Standards and processes for reporting suspected abuse
- 5.3. Provide a climate conducive to professional discourse and collaboration
- 5.4. Adhere to the College's professional dress code for staff
- 5.5. Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- 5.6. Demonstrate professional and collegial relationships with colleagues
- 5.7. Commit to and actively support the College agenda for continuous improvement through participation in school improvement planning as required
- 5.8. Demonstrate alignment and support for the Catholic and Dominican ethos of the College
- 5.9. Support the Mission, Vision and Values of the College as articulated in the Strategic Plan
- 5.10. Be familiar with and comply with all College policies and procedures