POSITION DESCRIPTION

Careers Counsellor

Primary Purpose
The Careers Counsellor helps prepare students for the world of work and links career and subject choice to independent learning. The Careers Counsellor educates students about careers of the future, and provides information and resources to assist them to plan their future vocational direction and opportunities in post school life.

The Careers Counsellor has a comprehensive understanding of the tertiary system, both in Australia and overseas, with a strong technical understanding of the ATAR and tertiary entrance requirements.

About Korowa
Korowa is committed to excellence in learning, teaching and leadership. Students at Korowa become empowered to make a positive contribution in a rapidly changing world. We value diversity and respect our Anglican tradition.

Key Responsibilities

<table>
<thead>
<tr>
<th>Key Areas</th>
<th>Key Responsibilities</th>
<th>Key Performance Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Careers</td>
<td>• Assist students to find information, make decisions and take action to build appropriate careers pathways Develop existing networks and relationships between employers, tertiary institutions and the Korowa community to ensure that students are fully informed about their future choices and career goals • Advise and educate teachers regarding counselling students about career choice and subject choice • Maintain links with alumnae to develop an mentoring program and build up a bank of guest speakers to support current students • Explore and develop links with industry and other outside bodies • Set up career support structures for students on an on-going basis • Develop a careers program and curriculum in line with the School’s strategic vision • Facilitate transition from school into the next phase of life</td>
<td>• Demonstrated and documented achievements covering the main responsibility and accountability areas • Deliver a careers program in line with enhancing the connection between work and school, including alumnae as resources for the program • Ensure each girl leaves school with a plan, goals and skills to navigate the changing nature of the workforce. • Demonstrated awareness of and ability to implement work health and safety practices and emergency procedures when required</td>
</tr>
</tbody>
</table>
- Coordinate and provide the facilities, resources and materials required for delivery of specific careers programs
- Assist Heads of Year 10, 11 and 12 in encouraging all students to participate in activities designed to help them understand their interests and aptitudes in order to achieve the best possible post-school outcomes
- Coordinate and administer the VET program for Year 11 and 12 students as part of the Inner Melbourne VET cluster
- Coordinate the management and implementation of the Year 10 Work Experience program to compliment future careers.
- Coordinate Morrisby Careers testing and interview each Year 10 student about their results so as to assist with gaining a greater insight into self and future’s planning
- Seek and identify ways in which social service and volunteer programs can compliment the work experience and careers program
- Assist the Director of Curriculum with Information sessions and evenings, and other careers-related matters as they relate to teaching and learning, as required
- Analyse whole school trends and data on tertiary offers and student choices
- Be available to provide Year 12 students with change of preference counselling
- Coordinate in conjunction with the Director of Curriculum and Head of Year 10, VCE subject selection interviews for Year 10 students
- See girls on a 1:1 basis to discuss individual issues
- Develop good relationships so that girls and parents feel supported in their decision making.
- Offer practical workshops and seminars on relevant topics with a practical focus e.g. setting up a LinkedIn profile
- Manage data and documentation to ensure accurate records are maintained including detailed records on each student as they enter Year 10 and finish at Year 12
- Remain current and connected to literature and research in relation to innovation and the future world of work

**Child Safety**

- Responsible for understanding and applying the Schools Child Safety Policies and Procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting and complying with the Schools staff student boundaries Policy
- Be aware of issues relating to Aboriginal, cultural and linguistic diversity, among students with whom you will have direct

- Has read policies and procedures
- Signed Declaration
- Completed all training
- Act according to Child Safety Code of Conduct
- Considers and manages the safety of students with in the school environment (eg. camps/excursions, online environment, competitions, other events etc.)
Position Description – Careers Counsellor

Contact, in addressing child protection teaching and disclosures

Health and Safety

- Comply with the School’s Occupational Health and Safety policy as amended from time to time

- Compliance with mandatory reporting obligations
- Observes OHS policy
- Carries out all reasonable management instructions
- Reports all incidents and risks

Duties may vary based on operational requirements of the organisation

Position Information

<table>
<thead>
<tr>
<th>Details</th>
<th>Specifics</th>
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<tbody>
<tr>
<td>Employment conditions:</td>
<td>Part-time with a small teaching load (will consider Full-time applicants)</td>
</tr>
<tr>
<td>Location:</td>
<td>Ranfurlie Cres, Glen Iris VIC</td>
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<tr>
<td>Performance review:</td>
<td>Annually</td>
</tr>
</tbody>
</table>

Key Relationships

<table>
<thead>
<tr>
<th>Type</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Curriculum</td>
</tr>
<tr>
<td>Reports to:</td>
<td>Director of Curriculum</td>
</tr>
</tbody>
</table>
| Internal:       | Staff
|                 | Students
|                 | Heads of Department
|                 | Executive                                    |
| External:       | Networks such as Yarra Careers Network
|                 | Professional organisations such as Careers Teachers Networks
|                 | Tertiary institutions                        |

Key Systems and Equipment Usage

<table>
<thead>
<tr>
<th>Type</th>
<th>Specifics</th>
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</thead>
<tbody>
<tr>
<td>Synergetic database</td>
<td></td>
</tr>
<tr>
<td>Konnect (Schoolbox)</td>
<td></td>
</tr>
<tr>
<td>Microsoft Windows Office Suite</td>
<td></td>
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<tr>
<td>Work Expo database</td>
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Experience, qualifications, skills, abilities and behaviour

<table>
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<tr>
<th>Criteria</th>
<th>Mandatory</th>
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<tr>
<td>Experience</td>
<td>Possess a strong working knowledge of the Victorian Certification of Education</td>
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<td>Have a thorough working knowledge of the VTAC process and tertiary selection, or the willingness to learn this information</td>
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<tr>
<td></td>
<td>Have a strong working knowledge of the Work Experience Program and how to administer such a program</td>
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- Be able to establish relevant links to the workplace via networking
- Have excellent attention to detail and demonstrated analytical skills
- Have vision and demonstrated understanding of the nexus between the role of Careers Counsellor and constructivist pedagogy and the School’s strategic vision
- Develop a careers program which demonstrates alignment with the School’s strategic vision
- Demonstrate a standard of excellence in his/her practice
- Demonstrated knowledge and understanding of VET in the VCE program, and a thorough understanding of scaling

Qualifications
- Accredited tertiary qualification, eg. Graduate Diploma of Careers and/or experience in a similar role
- Current VIT registration

Skills, Abilities, Knowledge
- The ability to work independently
- Effective communication and organisational skills including public speaking and addressing large groups of parents and students
- Excellent networking skills
- Commitment to meeting relevant AITSL Standards (Lead)
- Commitment to the implementation of a holistic approach to wellbeing, including modelling in own practice and leading colleagues in this view of wellbeing
- Ability to manage challenging conversations to successful resolution for all parties
- Ability to communicate effectively and respectfully with a range of stakeholders including students, staff and parents
- Strong technology skills, including an outstanding ability to analyse and present trend data
- High Level interpersonal skills
- Highly organised and excellent time management skills
- An ability to be flexible

Personal Qualities/Behaviours
- Willingness to uphold and support the ethos, expectations and rules of the School
- A genuine affinity for young people
- A creative flair
- Compassion, patience, empathy, initiative
- Ability to work in a team
- Enthusiasm to engage in conversations on teaching and learning
- Ability to motivate others

Korowa values
Korowa believes in the capacity of our girls to attain the skills, attributes and qualities that will enable future success in a rapidly changing world:
- Courage to strive for success in learning and life
- Respect for Anglican values that promote authentic social responsibility
- Integrity and generosity of spirit
- Service to our local, national and international communities
## Personal Qualities/ Behaviours

- Ability to work collaboratively and respectfully as part of a team
- Ability to assess and self-regulate one’s own responses within a professional environment
- Ability to use suitable language, appropriate for the audience, when exchanging ideas
- Ability to actively listen when others are communicating
- Ability to demonstrate approachable, open body language
- Deep interest in and passion for one’s field of expertise
- Demonstrated commitment to professional development
- Ability to embrace and contribute to new approaches when dealing with changes in workplace conditions
- Willingness to build trust through managing and delivering on expectations
- Ability to respond flexibly to the dynamic nature of the School environment
- Exceptional written, verbal, visual & non-verbal communication skills
- Ability to meet deadlines and to be highly organised
- Ability to demonstrate a solution oriented approach to problem solving
- Ability to demonstrate a growth mindset for self and others
- Ability to demonstrate proactive and responsive decision making
- Commitment to discretion, confidentiality and integrity
- Demonstrate commitment to advancing the strategic objectives of the School
- Demonstrate commitment to the mission and values of the School and the Code of Conduct
- Demonstrate commitment to ongoing development of understanding of the education of girls in our society
- 4 weeks annual leave to be taken within non-attendance time (term breaks) as defined in Korowa enterprise agreement, school term breaks apply
- Attendance at experiential learning activities, ie camps, excursions etc
- Attendance at meetings, staff events, professional learning as required

## Other Relevant Information

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

## Signature

I understand and accept the accountabilities and authority as outlined in this Position Description.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Name:</td>
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<table>
<thead>
<tr>
<th>Manager</th>
<th>Signature:</th>
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