



Careers Advisor

Title	Careers Advisor
Classification	Full Time (Ongoing) – Teaching
Tenure	3 Year Position of Leadership (2027 – 2029)
POL Level	POL 2
Time Release	8 x 70-minute periods
Category	Teaching Staff
Key Reports	Deputy Principal Learning and Teaching Director Senior Pathways
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	

Purpose of the Position

The Careers Advisor will be an expert reference for students, staff and families in the areas of career development, pathway planning and post-secondary transitions. Working closely with the Director of Senior Pathways, the Careers Advisor will support the delivery of a comprehensive careers education program through curriculum development, individual counselling, subject selection guidance and the coordination of careers-related activities and resources.

The Careers Advisor will assist students to make informed pathway decisions by providing accurate, current and personalised careers advice, supporting the completion of Career Action Plans, and facilitating access to opportunities such as work experience, industry engagement and tertiary information. The role will maintain strong communication with families and external partners, and ensure that careers processes, documentation and information meet compliance expectations and support successful student transitions.

As a member of the College staff, the Careers Advisor will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Careers Advisor will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

Key Contacts

- VCE Coordinator
- Applied Learning Coordinator
- Head of School – Senior.



Key Roles and Responsibilities

The Careers Advisor will be responsible for:

Career education and curriculum

- Developing a careers curriculum program informed by best practice and educational research
- supporting teachers delivering careers content with resources, guidance and up-to-date information
- contributing to the evaluation and ongoing improvement of the careers curriculum.

Student careers counselling and guidance

- Providing careers counselling to students in Years 9–12 through appointments, drop-ins and scheduled sessions
- assisting students with course advice, subject selection and pathway planning, including VCE, VCEVM and post-secondary options
- supporting students with job search skills, applications, apprenticeships, traineeships and scholarships
- maintaining detailed records of student appointments and preparing an annual report on careers counselling activities.

Career Action Plans and pathway planning

- Supporting students to complete and update Career Action Plans (CAPs) and ensuring these inform subject selection and pathway decisions
- guiding students to reflect on interests, values, strengths and employability skills
- ensuring CAPs are stored, updated and accessible for relevant staff.

Parent and family engagement

- Providing information to parents regarding VTAC processes, pathway options and key careers events
- communicating regularly with families about deadlines, opportunities and careers-related requirements
- contributing to parent information evenings and Learning and Teaching and Curriculum Leadership Team events.

Collaboration with internal stakeholders

- Aligning careers education with senior pathways priorities
- collaborating with the VCE Coordinator and Applied Learning Coordinator to support subject selection and pathway counselling



- supporting Year Level Leaders with careers-related information relevant to student planning.

Careers programs, events and opportunities

- Organising careers-related activities including guest speakers, industry presentations, expos and information sessions
- coordinating student participation in self-awareness, world-of-work and employability skills programs
- overseeing voluntary work experience arrangements, including OH&S and required documentation.

Information management and compliance

- Managing the College careers space including resources, publications and subscriptions to relevant online services
- monitoring and recording student post-secondary destinations and providing regular reports to Leadership
- ensuring careers information, processes and documentation meet relevant compliance expectations
- liaising with universities, TAFEs, independent colleges and industry partners to maintain current pathway information.

General Qualifications

- Full VIT Registration
- Studies in Careers Education and/or Development (advantageous)
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

Experience, Knowledge and Skills

- Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement and high expectations in student learning outcomes.
- Model best teaching and learning practice and demonstrate a commitment to achieving excellence
- Actively support Curriculum Leadership Team, Learning and Teaching Team, School Improvement Plan, Annual Action Plan and MACS initiatives
- Align with the Vision for Instruction
- Make recommendations and contribute to Curriculum Leadership Team discussions
- Analyse learning and teaching programs at Year 7-12 and submit and review annual course submissions
- Support a culture of excellence by acknowledging student achievement and excellence.



- Provide leadership in and contribute to developing staff capacity in ICT and digital learning and literacy, including modelling exemplar practice.
- Contribute to curriculum policy review and creation, as recommended by the policy review schedule
- Communicate and lead Learning Area initiatives by sharing them with stakeholders (eg via communal homerooms with students, morning briefings with staff and the newsletter with parents/carers)
- Contribute to the College transition process including transition assemblies, course advisor's workshops, course advice days and parent information nights.
- Other duties as required by the Principal.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- 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
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto Live Fully Act Justly
2. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
3. A clear vision for the development of careers.
4. An ability to work collaboratively and facilitate dynamic teamwork
5. Demonstrated capacity to write and deliver high-quality careers education through effective curriculum development and the facilitation of meaningful pathway planning experiences for students.
6. Demonstrated ability to provide accurate, current and personalised careers advice by engaging with students and families.
7. Proven success as an exemplary teacher



Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.