

POSITION DESCRIPTION

Careers Coordinator

Peninsula Grammar Background

Peninsula Grammar is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others. Peninsula Grammar has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

The School is a leader in the field of Positive Education which is best described as traditional education plus approaches that nurture wellbeing and promote mental health. Underpinned by the science of positive psychology, the School's wellbeing program encourages students to focus on the good things happening in their lives and by so doing, aims to increase their levels of resilience and optimism.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Management Team, the members of which play a significant role in developing, implementing and evaluating school policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

The Senior Management Team consists of the Principal, the Deputy Principal – Student Wellbeing, the Deputy Principal – Future Learning and Curriculum, the Business Manager, the Heads of Senior Years, Middle Years, Junior Years and Early Childhood Education, and the Director of International Operations.

- All employees of Peninsula Grammar have a responsibility to:
- Reflect and nurture the Aims and Philosophy of the School in the course of their work.
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development.
- Provide effective role modelling through the use of appropriate conflict resolution and negotiation skills.
- Maintain confidentiality and support for the School.
- Maintain professional competence and current knowledge in educational trends.
- Maintain a client-centred approach to all aspects of their work.
- Employees are appointed by and act under the direction of the Principal, through the School Management Team. The appointee to this position will be required to undergo a biennial performance review in accordance with the School Professional Review and Development Program.

Role Summary

The role of the Careers Coordinator at Peninsula Grammar is to oversee and coordinate all aspects of the careers program which helps to prepare students for the world of work and links career and subject choice to independent learning.

The Careers Coordinator at Peninsula Grammar is:

- Supportive of the Educational Philosophy of the School
- Committed to the School's Positive Psychology/Positive Education philosophy
- Active in promoting and modelling Christian values
- Contributes to a caring and supportive community
- Focused on the needs of the school's clients
- A facilitator of positive and productive community relationships
- An active participant in the professional learning community
- Focused on developing a culture of excellence
- Committed to the holistic education of the students in their care
- Continuously improving their careers counselling practice and professional knowledge base

In all matters concerning their employment the Careers Coordinator is ultimately responsible to the Principal. However, for practical purposes these functions are delegated to the Deputy Principal – Future Learning and Curriculum. In their day-to-day activities the Careers Coordinator will be *responsive* to the directions and requirements of the Heads of the Middle and Senior Years.

The Careers Coordinator will be responsible for:

- Provision of careers counselling services to students in Years 10 -12
- Development and delivery of careers programs
- Communication with students, parents, staff, and alumni regarding careers programs
- Management of an annual budget

General Description of Responsibilities

Careers Counselling

- Counselling students in Years 10 - 12 about careers, pathways, subject selection, tertiary and training options
- Working collaboratively with the Heads of Pre-Senior and Senior Years and the VCE Coordinator to facilitate the subject selection process for students in Years 8 - 11
- Counselling students regarding Australian and international tertiary application processes and procedures
- Advising students regarding scholarship and SEAS applications
- Managing the VTAC application process
- Advising students regarding other application requirements such as UMAT testing, folio preparation and interview preparation.
- Providing guidance and advice to local and international Year 12 students during VTAC change of preference periods
- Maintaining and developing the careers database
- Managing and developing the careers library

School Programs

- Working collaboratively with the Head of Senior Years and other careers staff to develop and deliver the Year 10 Work Experience program.
- Working collaboratively with the Head of Pre-Senior Year and other careers staff to develop and deliver the careers component of the Year 9 'Pathways4Life' challenge block
- Working collaboratively with the Director of VCE Studies to deliver the VCE Expo
- Overseeing the coordination of the VET program
- Developing new programs to meet the needs of students

Communications

- Attending and addressing parent information evenings regarding careers programs
- Providing comprehensive career information through regular contributions to school publications
- Developing channels for direct communication with students regarding careers and tertiary options

School Code of Conduct and Discipline

- Being alert to and immediately challenging instances of harassment, prejudice and inequity
- Being alert to and acting upon instances endangering student safety
- Being punctual and diligent in playground and other supervisory duties
- Encouraging students to meet expectations for appropriate behaviour
- Maintaining right and proper relationships with students
- Being courteous, firm, consistent and fair in dealings with students
- Challenging inappropriate behaviour and disciplining students as appropriate
- Responding appropriately to breaches of the School's behaviour management and uniforms policies
- Presenting and conducting themselves in a manner consistent with the School ethos and policies

School's Philosophy to Balanced and Holistic Education

- Positively promoting the School both within and the School community and in the wider community
- Contributing to the development of a positive psychology culture in the classroom/workplace
- Attending School functions as appropriate
- Establishing positive relationships with parents and family members
- Promoting positive home/school partnerships which support student learning and development
- Reporting regularly on academic, culture, sporting and personal development to students, parents and guardians
- Responding promptly to parent or student concerns
- Supporting the School co-curricular activities, House competitions and service, sporting and cultural programs as appropriate
- Engendering in students pride in and commitment to the School
- Participating in co-curricular activities including camps, excursions and retreats as required
- Supporting other staff in the management of such events

Value of the School Community and Positive Pastoral Care

- Modelling exemplary behaviour reflective on the values and ethos of the School
- Developing mentoring relationships with students in your mentor group
- Facilitating student learning and personal development by establishing clear and consistent expectations and routines
- Modelling appropriate conflict resolution and negotiation skills to staff and students
- Demonstrating the School community's values in all relationships and interactions with students
- Participating in the development, implementation and regular review of the School's pastoral care program

Professional Growth and Development

- Actively contributing to the professional learning community through reflection, research and scholarship
- Maintaining and continuously improving subject discipline knowledge, skills and pedagogy
- Maintaining and enhancing a deep understanding of how students develop and learn
- Participate in the School Professional Review and Development Program as required
- Support colleagues in the implementation of their Professional Review and Development Program
- Demonstrating a willingness to initiate and innovate in teaching and learning practice
- Maintaining and enhancing technological competence as appropriate to subject areas and duties
- Modelling a commitment to the pursuit of lifelong learning
- Engaging regularly with professional networks and associations
- Actively contributing to collegial activities with peers

Comply with School Board and Occupational Health and Safety policies and procedures by:

- Following School Board policies as required
- Following safe working procedures developed for the School
- Ensure all health and safety regulations are adhered to
- Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace
- Complying with purchasing guidelines for health and safety when ordering plant, equipment and chemicals

Comply with Child Safety Standards by:

- Ensuring all student safety standards and mandatory reporting requirements are adhered to
- Attending all training and maintaining compliance with all child safety legislation, standards and regulations
- Completing all mandatory training in timely manner
- Escalating and reporting all matters related to student safety immediately

The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

Essential Criteria

- Tertiary qualifications in Careers Education or similar
- Current knowledge of the tertiary sector in Australia and internationally
- Experience in the development and delivery of course, careers and pathways counselling in a secondary school setting
- Eligibility for registration with the Victorian Institute of Teaching
- A thorough working knowledge of VTAC processes for tertiary selection
- A thorough working knowledge of the Work Experience Program and its administration
- An understanding of the management of VET programs

Professional Review

This Position Description is intended as a framework for professional review.