

Position description

Position:	Careers Advisor
Work area:	Secondary
Employment type:	Full Time including teaching load OR Part Time for a non-teacher
Effective date:	January 2022

OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into Primary (K-6) and Secondary (7-12) with an expected enrolment of approximately 680 students for 2022.

Moama is a twin town with Echuca, situated on the Murray River north of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that equips students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

GENERAL DUTIES:

The Careers Advisor provides inspiration, assistance and advice to Senior School students, especially those in Years 10, 11 and 12, on career choice, on course selection at school and on post-school education and training options. The Careers Advisor empowers, engages and counsels students as they explore and plan their future work, career and education options.

The Careers Advisor will be required to develop, articulate and implement an integrated plan for the delivery of careers education, events, curricula and counselling. They will use data and research to ensure that the delivery of Careers outcomes is best-practice and evidence-based.

It is envisaged that the Careers Advisor will have a teaching role, to be negotiated with the successful applicant. If the successful candidate is not a teacher, the position would be 3 days per week.

REPORTS TO: The Deputy Principal.

LIAISES WITH: Head of Senior School, Head of Teaching and Learning (Secondary), Year Level Coordinators, School Social Workers, Heads of Faculty and Principal

TENURE: 3 Years.

APPRAISAL

All members of staff will take part in the School's appraisal system which has as its core aim assisting staff to develop their skills and abilities as teachers, administrators etc.

HOURS OF WORK

Hours worked for full time staff members will be 8.30 am to 4.30 pm Monday to Friday, with scheduled after school meetings going to 5.00pm from time to time and evening meetings after 7.00 pm as required. There are 30 (fifty minute) periods per week including Assembly. A full time teacher teaches 23 periods per week and attends Assembly. They have 6 periods per week for preparation. A full time teacher will do a set number of duties per week and may be asked to take an "extra" for an absent staff member.

REQUIREMENTS

- A commitment to the Anglican ethos of the College
- Demonstrated respect for and understanding of the educational philosophy of the School
- Intellectual strength, professional integrity and a passion for education
- Enthusiastic about the development and delivery of Careers programs and initiatives
- A commitment to pastoral care and a knowledge of the social and emotional issues that affect young people
- The ability to collate, synthesise and apply data and research
- The ability to build constructive professional and community networks, including relationships
- High level communication skills, both verbal and written
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively with students, parents, staff and community members
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks with a high degree of accuracy
- Excellent sense of professional responsibility regarding confidentiality
- Always presenting the School in a positive way
- The position may require attendance at meetings outside normal hours from time to time

AREAS OF RESPONSIBILITIES

- Develop, articulate and implement an integrated plan for the delivery of careers education to students in the Senior School
- Develop curriculum that engages students about career and work possibilities
- Plan, manage and coordinate a range of careers-related programs including Work Experience, TVET enrolments, information evenings, open days, expos, university or TAFE visits
- Facilitate events to educate students, parents and staff about career development and post-school opportunities
- Develop networks and relationships between employers, tertiary institutions and the Moama Anglican Grammar community to ensure students are fully informed about their future choices and career goals
- Use current data, research and professional learning to equip students with the skills and mindset for a future of opportunity
- In conjunction with the Head of Teaching and Learning (Secondary) Counsel students and their parents about student subject selection, especially for students entering Years 10-12
- Counsel students and their parents about post-school education, skills and work options
- Liaise with TAFE colleges regarding student progress and attendance
- Keep up to date on the current and future labour market and tertiary course requirements
- Explore and develop community partnerships
- Advise and educate Senior School staff about current initiatives in student career options
- Explore and develop links with industry and other outside bodies
- Maintain written records of student counselling and support offered
- Perform other duties as required by the Principal

OTHER RESPONSIBILITIES

- Work collegially with Year Level Coordinators and other key staff to provide the best support for students
- Actively support and model the Christian ethos, beliefs and values and educational philosophy of the School
- Model high standards of professional and personal behaviour
- Demonstrate commitment to personal professional development on a planned and continuing basis

QUALIFICATIONS AND EXPERIENCE

- Tertiary Qualification in Careers Education or similar is desirable
- Experience in the development and delivery of careers programs and careers counselling

- Working with Children Check
- National Criminal Record Check

KEY SELECTION CRITERIA

1. Commitment to the Christian philosophy and ethos of education
2. Qualifications and experience in teaching Careers and Careers counselling
3. Ability to support and inspire students and parents
4. Demonstrated ability to plan, implement and manage academic programs
5. Demonstrated ability to respond to the demands of working as a key role in an independent school

ADDITIONAL INFORMATION

This position will infrequently require the incumbent to attend meetings as part of, or in addition to, normal working hours. Some duties will need to be performed at times other than during the school day or when students are in attendance.

Terms and Conditions of employment will be in accordance with the National Employment Standards and the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017 – 2021* **OR** the *Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017*.

Carmel Spry
Principal

November 2021

*Duties as set out in this Position Description can be amended at any time at the discretion of the Principal.
This Position Description is a guide only and is not intended to be an exhaustive list of duties.*