



## Position Description

<b>Position:</b>	<b>Careers Development Practitioner</b>
<b>Position Status:</b>	Part-time (0.6 FTE), ongoing
<b>Classification:</b>	In accordance with the Presbyterian Ladies' College Teachers Agreement (2022-2024)
<b>Reports to:</b>	Head of Careers Development. All positions in the College ultimately report to the Principal

### Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.

### Position Overview

The Careers Development Practitioner will manage the provision of a career development service according to the Career Industry Council of Australia (CICA) Professional Standards. The role requires demonstrated experience in individual student counselling in the areas of subject selection, career development and tertiary course selection, management of a work experience program and active support of the Christian



teachings and ethos of the College.

The incumbent must be prepared to participate in the outdoor education and co-curricular program of the College.

This role reports to the Head of Careers Development. This position liaises closely with the College Curriculum and Wellbeing teams to bring vision, professional leadership and to support the students' career pathways.

The Careers Development Practitioner oversees the provision of the following primary functions within the College:

1. A Careers Education Program within the College
2. Individual counselling in the areas of subject selection, career development and tertiary course selection
3. A Work Experience Program
4. Careers advice and information to students, parents and staff

### Key Responsibilities:

Examples of duties include but are not limited to:

- all groups, year level groups or whether self-referred or referred by teachers or parents
- liaising with Year Level and Curriculum Coordinators and other stakeholders regarding individual students
- maintain an understanding the diverse selection procedures and pre-requisites including entrance tests in Australia and worldwide
- counselling students post final results and through the change of preference and offer periods
- collecting and collating statistical information of students' post-school tertiary destinations
- managing Work Experience including the organisation, supervision and evaluation of the program
- working with students to encourage them to develop job seeking skills by arranging their own Work Experience placements with employers
- attending school events, including Parent Information evenings
- providing accurate, relevant and up to date careers and course information routinely to students, parents and staff via a variety of methods including a regular Careers Newsletter, email, bulletins etc
- maintaining personal and professional growth in relevant and effective professional development
- keeping informed on labour market issues and changes in secondary and tertiary education
- ensuring that the school is well informed of VET courses to provide opportunities for students working with the Learning Enhancement Department
- engaging with professional associations outside school relevant to development/maintenance of careers related initiatives:
  - Careers Education Association of Victoria
  - Eastern Careers Group
  - Yarra Careers Group
- providing individual counselling for students and their parents
- providing tertiary application guidance, including required school support documentation

### Other Duties:

- ensuring compliance with all College policies
- taking a lead role in promoting and supporting students, staff and visitor safety and well-being, anticipating and responding accordingly to potential risks
- demonstrating full awareness of Occupational Health and Safety issues and procedures, complying with these and taking responsibility for one's own health and safety



- being familiar with emergency procedures and being ready to implement them if necessary
- demonstrating a high level of administrative, communication and organisational skills to ensure the effective operation of the department
- actively contribute to a broad range of College activities and attend after hours' commitments when required

### Key Relationships:

- Counselling Department
- Wellbeing Staff
- Student Wellbeing Centre Administrative Assistant
- Curriculum Coordinators
- Senior School Teachers and Staff
- Head of Department

### Qualifications / Registrations / Certifications:

- postgraduate qualification in Careers Development or Careers Counselling
- professional membership of a CICA accredited association
- current registration with the Victorian Institute of Teaching (VIT) is highly desirable
- maintain current certification and training as required

### Knowledge, Skills and Experience:

- experience, knowledge and skills associated with Careers Counselling
- experience, knowledge and skills associated with managing and developing a Career Education Program according to professional standards
- experience in the managing of a Work Experience program is a necessity
- detailed knowledge of tertiary application procedures in Australia and overseas
- an understanding of vocational assessments and ideally, also of psychometric assessments
- availability to work outside of normal school hours, including attendance for VCE and IB results and change of preference periods

### Key Attributes:

- timely and effective decision maker who ensures the smooth running of the department
- focused on building a culture of collegiality and professionalism within the department
- excellent communicator with students, parents and staff
- strong organisational skills and administrative capability
- a proactive approach to the effective pastoral care of students
- ability to contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge, curriculum development and practice
- a positive and proactive approach to students, peers, parents and members of the wider community
- ability to focus on detail and ensure accuracy in their work
- a commitment to ongoing professional learning and growth in skills
- committed to striving for continuous improvement and achieving exceptional outcomes



## **Additional Information Relating to the Position**

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

**Mrs Cheryl Penberthy**  
Principal

February 2025

*The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive*