

Reports to:

Deputy Principal Learning and Teaching

Consult with:

Careers Leader

Careers Counsellors Team

Heads of Student Engagement

Time Fraction: Part -Time (according to the Teaching load) Careers Counselling allotments alongside teaching role (as defined in each incumbent's letter of appointment).

Tenure: 2 years

Base Campus: 2x St. Paul's Campus
3x Notre Dame Campus

About Emmanuel College

Emmanuel College operates within a Catholic ethos based on Gospel values, respect for personal dignity, peace and justice, integrity, and reconciliation, as expressed in its Marianist tradition. All College staff enact the five characteristics of Marianist education:

- Formation in Faith
- Family Spirit
- Service, Justice, Peace and Integrity of Creation
- Integral, Quality Education
- Adaptation and Change

All staff are expected to uphold the College's Child Safety Code of Conduct and the Victorian Catholic School Statement of Commitment to Child Safety.

Position Summary

The Careers Counsellor is based at a given campus, however, is expected to work across the whole College at times. The Careers Counsellor reports to the Deputy Principal: Learning and Teaching and works at the direction of the Careers Leader.

Given that Emmanuel is one college across two campuses, there is strong interaction between each of the campus teams. This includes travel from one campus to the other in providing leadership for colleagues, for observations and mentoring and for relevant meetings and planning.

Key Responsibilities

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 responsibilities of the Careers Counsellor include but are not limited to:

- Assisting students from Years 7- 12 in developing meaningful pathway plans in collaboration with families, staff, and key external stakeholders, while providing tailored careers and course advice as required.
- Contributing to the planning and delivery of key careers events including Morrisby Profiling, VTAC, Tertiary Transition Sessions, Parent Information Evenings, the Careers and Pathways Expo, and Subject Selection.
- Maintaining accurate and confidential digital records of student appointments.
- Collaborating with internal stakeholders such as house leaders, teachers, parents; and external partners, including universities, TAFEs, LLEN, and industry stakeholders, to stay informed on pathway developments and support holistic student outcomes.
- Sharing relevant careers information through newsletters, digital platforms, among colleagues and student communications.
- Contributing to the development and delivery of a whole-school careers curriculum.
- Oversee arrangements for students conducting work experience, including ensuring that Child Safe, OH&S and other relevant requirements.
- Supporting students transitioning from school with job searching, resume development, and interview preparation skills.
- Upholding CICA Professional Standards and staying informed on emerging trends, policies, and future skills to guide effective career education and pathway planning.
- [PL in line with college expectations]
- Willing to work towards obtaining a Certificate IV or Graduate Certificate in Careers Education.

Perform other duties as directed by the Deputy Principal: Learning and Teaching and College Principal.

Skills, Experience, and Qualifications

Essential:

- Depending on qualifications, the Careers must maintain a VIT registration or a current Working with Children Check and National Police Certificate.
- An understanding of child safety and a school's obligations concerning child safety.
- An ability to demonstrate an understanding of appropriate behaviours when engaging with children.
- Excellent oral and written communication skills.
- The ability to work within a team.
- A willingness to accept policy directives.
- Commitment to Catholic education in the Marianist tradition.

Desirable:

- Experience working within a school environment.
- A demonstrated understanding of the ethos of a Catholic school and its mission.

Professional Review

This Position Description is intended as a framework for professional review. As Emmanuel College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

Conduct

The Careers Counsellor represents the College and must maintain professional presentation and conduct. All interactions with the College community and external stakeholders will be in keeping with the ethos and values of the College.