



Role Description

Career Advisor

Department	Teaching & Learning
Reports To	Principal via Deputy Principal Teaching & Learning
Location	Senior Campus
Type of Employment	The position of the Career Advisor is an ongoing, full-time position and the successful applicant will be required to work 38 hours per week, Monday to Friday during term time.
Industrial Instrument	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	Curriculum/Resource Services

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Career Advisor is a member of the Teaching and Learning team, which aspires to the highest Ignatian ideals of Companionship and Team.

The role of the Career Advisor plays a pivotal in supporting students to make informed decisions about their future education, training and employment pathways. The role is to support the development and coordination of Careers Education initiatives which provide students and families with careers and general higher education advice.

Role Responsibilities

Ethos and values

- Supports and espouses the values of the Catholic Church in the teaching and learning environment
- Provides Christian example and model by word and action
- Participates generously in all aspects of Ignatian formation provided by the College across various stages of their service
- Takes an active involvement in the general life of the school and supports its Mission formally and informally within, and beyond the school



ROLE DESCRIPTION

- Contribute to the College's strategic priorities relating to student learning, wellbeing and future readinessDescription of Responsibilities

Student career development

- Support students in identifying strengths, interests, capabilities and pathway aspirations
- Support students and families through subject selection processes and post school planning
- Assist students with university applications, early entry programs, scholarships, admissions schemes and alternative pathways
- Arrange interviews with parents as requested and keep suitable records

Career resources and programs

- Coordinate guest speakers, career expo, university visits, and the industry summit
- Manage the resources on the Careers Canvas platform
- Distribute relevant information from UAC and tertiary institutions to students of Years 10, 11, and 12 as appropriate
- Coordinate the distribution of careers communication through Career News and ViewPoint

Stakeholder engagement

- Build and maintain strong relationships with universities, tertiary providers and industry bodies
- Liaise regularly with parents regarding student pathways and post-school opportunities
- Collaborate with academic staff and wellbeing teams to support student outcomes
- Represent the school at relevant professional networks and industry events

Administration and compliance

- Maintain accurate student records including records of conversations and destination data
- Prepare reports and recommendations as necessary

Professional development opportunities

- Attend Career Advisors Seminars and Conferences when required
- Attend tertiary Open Days and information sessions when required
- Attends professional learning on vocational and post compulsory education
- Networks with other Career Advisors
- Maintains currency with ICT applications and communication channels which enhance Career Education

Selection Criteria

- Demonstrate an understanding of and a commitment to the Mission and Values of the College
- Demonstrate relevant experience in providing career guidance to young people
- Possess an understanding of current trends and have strong knowledge of university admissions and VET pathways
- Demonstrate a commitment to lifelong learning
- Demonstrated ability to build positive relationships with students, families and external stakeholders
- Possess strong collaborative, interpersonal and communication skills
- Demonstrate high level administrative and organisational skills



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- Demonstrate knowledge and application of Microsoft suite including excel
- Possess knowledge and understanding of student career profiling tools is desirable

The College

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community
- Assist in developing effective communication links within the College community
- Act with professionalism and respect in all activities and duties for the College
- Contribute to the welcoming atmosphere to those who visit or contact the College
- Maintain confidentiality in respect of all information relating to the College
- Support initiatives to grow Christian values and the Jesuit tradition within the College community
- Give personal witness to Christian values in carrying out daily duties
- Get involved in the general life of the school and support it formally and informally within and beyond the school

Safeguarding Children and Young People

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid working with children documentation
- Undergo periodic national criminal history record checks as required
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people



Work Health and Safety (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards)
- Participating in WHS training and education as appropriate
- Engaging with College policies and procedures around WHS
- Work safely and report any hazards in accordance with College procedures
- Monitor and take full care of the health and safety of others