

POSITION DESCRIPTION



The Cathedral School
of St Anne & St James
T O W N S V I L L E

ROLE TITLE:	Tertiary and Careers Information Coordinator
REPORTS TO:	Luke Baills (Principal) Tonia Gloudemans (Deputy Principal – Teaching, Learning, and Innovation) Simon Midson (Deputy Principal - Head of Senior School)
INDUSTRIAL AGREEMENT:	The Queensland Anglican Schools Enterprise Agreement
CLASSIFICATION:	Teacher – Promotional position
APPLICATION CLOSING DATE:	Applications will be reviewed as they are received. The School reserves the right to appoint prior to the closing date.

Are you passionate about helping young people explore their future possibilities and make informed decisions about life beyond school? The Cathedral School of St Anne & St James is seeking an experienced and enthusiastic educator to take on the promotional position of Tertiary and Careers Information Coordinator, supporting students to navigate tertiary pathways, career opportunities, scholarships, and post-school transitions with confidence.

This influential role combines teaching with leadership of the School's careers and tertiary information program. Working closely with students, families, universities, industry partners, and school leaders, you will coordinate careers events, guide Year 12 students through QTAC and tertiary admissions processes, build strong relationships with tertiary providers, and ensure every student has access to current, relevant, and meaningful pathways information.

As part of a leading independent Anglican school in North Queensland, you will have the opportunity to make a lasting impact on students' futures while contributing to a culture that inspires inquisitive minds, kind hearts and purposeful futures.

ORGANISATIONAL ENVIRONMENT:

The Cathedral School is an Anglican co-educational school of approximately 1200 students from six weeks old to Year 12 including 170 boarding students from Years 7 to 12.

PURPOSE AND MISSION:

Inquisitive minds. Kind hearts. Purposeful futures.

We strive to create a community where every student is supported and empowered to reach their potential, developing the confidence, curiosity, and agency to shape their own learning within a caring and connected environment. Students are encouraged to grow not only as individuals but as engaged, connected, and responsible citizens who contribute to a shared purpose and the common good. We invite them to meet challenges in the way our founders intended – with love, courage, determination, service, and faith in God.

In this way, we nurture *inquisitive minds* to think deeply, *kind hearts* to act compassionately, and *purposeful futures* to be lived with meaning, hope, and resilience, honouring the vision that has united our Cathedral community for more than a century.

VISION:

Futures shaped by purpose, passion, and character.

We will achieve our vision of shaping futures by:

- Nurturing purpose, so that every member of our community knows who they are, what they value, and how they want to contribute:
- Embracing passion, so that lives are enriched with growth, balance, and joy:
- Developing character, through living the Gospel and building Christian community:

Our vision and mission bring together what we want all members of The Cathedral School community to know, love, and become.

ORGANISATIONAL EXPECTATIONS:

All employees are expected to conduct themselves professionally, ethically and responsibly in a manner that upholds the ethos and reputation of the School. Employees must treat students, families, colleagues, contractors, volunteers and the wider school community with courtesy, fairness and respect, and contribute to a safe, inclusive and child-safe environment.

Employees must comply with the School's policies, procedures, lawful and reasonable directions and organisational practices, including the Staff Code of Conduct – Student Safety and Wellbeing, Student Safety and Wellbeing Manual, Dress Code, Work Health and Safety requirements, privacy and confidentiality obligations, and mandatory training relevant to their role.

Employees must perform their duties to the best of their ability, be accountable for their conduct, decisions and performance, act honestly and in good faith, work collaboratively, and contribute positively to the School community.

The Cathedral School is committed to the safety, welfare and wellbeing of children and students. Employees must promote and protect student safety, maintain appropriate professional boundaries, exercise duty of care and supervision, and promptly report concerns, allegations, disclosures, risks or breaches in accordance with school procedures and applicable legal requirements.

Employees must complete annual induction and mandatory training, follow school procedures, take reasonable steps to prevent foreseeable risk of harm, and escalate concerns where a student's safety, welfare or wellbeing may be at risk.

As a condition of employment, employees must hold and maintain all qualifications, registrations, suitability clearances and authorities required for their role, including, where applicable, Queensland College of Teachers registration, a current Suitability Notice (Blue Card), National Police History Check, First Aid and CPR certification. Proof of qualifications will be required prior to commencement.

Employees must ensure they are fit for duty, take reasonable care for their own health and safety and the health and safety of others, and comply with work health and safety legislation, risk management processes and incident reporting requirements.

Confidential, personal and sensitive information obtained through employment must only be accessed, used, stored or shared for legitimate school-related purposes. Employees must not disclose information to unauthorised persons or use it for personal advantage, to benefit another person, or in a way that may cause harm or detriment to any person, body or the School.

Employees must communicate professionally, respectfully, accurately and in a timely manner, use approved school systems and processes where required, and maintain appropriate confidentiality in all dealings with students, families, colleagues and external parties.

Employees may be required to undertake duties outside their usual role or specialism, provided those duties are lawful, reasonable and within their skills, competency and capability. This position description is a guide only and is not intended to be an exhaustive list of duties.

PRIMARY ROLE PURPOSE:

The Tertiary and Careers Information Coordinator role ensures that every Cathedral student, across the full senior school cohort, has access to high-quality, current, and relevant tertiary and careers information, and that the school delivers engaging, well-organised careers education events and programs that connect students to the breadth of opportunity available to them after school.

Where the Careers and Pathways Advisor works one-to-one with students on their individual pathway journeys, the Tertiary and Careers Information Coordinator works at the cohort level – managing the flow of tertiary information to students and families, guiding Year 12 students through the QTAC application process, coordinating the school's annual Careers Expo and guest speaker program, and maintaining the careers resource library that underpins the school's pathways offer. The role also provides individual tertiary guidance to students navigating QTAC, scholarship applications, and interstate or international study options.

The primary purposes of this role are to:

- **Ensure cohort access to tertiary and careers information:** managing the flow of current, accurate, and accessible information about tertiary study, career pathways, and post-school opportunities to students and families across Years 9–12.
- **Guide Year 12 students through QTAC and tertiary admissions:** providing individual and group support for QTAC applications, scholarship applications, and interstate and international admissions, ensuring no student navigates these processes without expert guidance.
- **Deliver careers events and programs:** coordinating the annual Careers Expo, guest speaker program, open day communications, campus visits, and careers information evenings that give the whole cohort access to authentic career exploration.
- **Build tertiary institution relationships:** maintaining productive, current relationships with Queensland and interstate universities, TAFE Queensland, and other tertiary providers, ensuring the school has access to the people and information its students need.

A teaching load is associated with this position.

TERTIARY AND CAREERS INFORMATION COORDINATOR EXPECTATIONS:

The Cathedral School is guided by the Queensland College of Teachers Code of Ethics and the AITSL *Professional Standards for Middle Leaders*.

Working at this level, the Tertiary and Careers Information Coordinator at The Cathedral School is required to support the mission, aims, and strategic direction of the school through the delivery of high-quality careers and tertiary information programs, effective support for student pathway planning and post-school transition, and fostering an inclusive and supportive learning and working environment.

RELATIONSHIPS AND AUTHORITY:

The Tertiary and Careers Information Coordinator reports to the Principal, Deputy Principal – Teaching, Learning, and Innovation and Deputy Principal - Head of Senior School, and works closely with the Deputy Principal – Teaching, Learning, and Innovation, Deputy Principal - Head of Senior School, Head of Middle School, Director of Teaching and Learning – Senior School, Assistant Head of Middle School, and Careers and Pathways Advisor. Employees are responsible for their own work and are subject to stated objectives and professional standards.

The position operates with professional autonomy, drawing on extensive expertise to provide independent, strategic advice on the effective operation, development, and continuous improvement across their area of responsibility.

The role requires the exercise of significant discretion and sound independent judgement within the strategic and operational parameters established by the Principal, Deputy Principal – Teaching, Learning, and Innovation, and Deputy Principal - Head of Senior School. The Tertiary and Careers Information Coordinator applies a broad and in-depth range of professional and technical skills across both complex and highly specialised contexts, ensuring initiatives align with the School's strategic priorities and governance framework.

The position demands a high level of initiative in the ongoing development and application of expert knowledge, including recognised leadership in key areas of specialisation. The Tertiary and Careers Information Coordinator undertakes duties of a critical and innovative nature within a professional management framework, demonstrating leadership in the application of best practice, emerging practices, and system-wide improvements.

Performance is measured through the achievement of defined targets, the successful introduction of initiatives, the effectiveness of team leadership and supervision, and the overall management and performance of the area of responsibility.

KEY ACCOUNTABILITIES:

The Tertiary and Careers Information Coordinator reports to the Deputy Principal – Teaching, Learning and Innovation and the Deputy Principal - Head of Senior School. Accountabilities are aligned to *Growing Together 2026–2030* and are organised to reflect the role's two defining orientations: cohort information management and individual tertiary guidance.

QTAC AND TERTIARY ADMISSIONS GUIDANCE

QTAC — Queensland admissions

- Maintain expert, current knowledge of the Queensland Tertiary Admissions Centre (QTAC) – including application timelines, eligibility requirements, ATAR rank calculation, subject scaling, preference processes, early entry schemes, and special entry programs.
- Actively guide and support Year 12 students through their QTAC applications, providing both individual consultations and group information sessions at key points in the application calendar, and ensuring every student submits a well-considered, accurate application.
- Coordinate group QTAC information sessions for Year 11 and Year 12 students and their families – communicating key processes, timelines, and strategies clearly and accessibly.
- Liaise with QTAC representatives to stay current with changes to processes, new programs, and equity initiatives, and communicate relevant changes to students, families, and senior staff in a timely manner.

Interstate and international admissions

- Maintain current knowledge of interstate tertiary admissions authorities, including SATAC, UAC, VTAC, TISC, and UTAS, ensuring students considering interstate study receive accurate, timely guidance about the requirements and processes specific to each jurisdiction.
- Provide preliminary guidance to students exploring international study options, including pathways to universities in the United Kingdom, United States, Canada, and other major destinations, and refer students to specialist advisors where the complexity of the application warrants it.

- Ensure accurate and current information about all tertiary admissions pathways is accessible to students and families through eCat, the school's digital platforms, and regular written communications throughout the year.

UNIVERSITY SCHOLARSHIPS AND BURSARIES

- Actively encourage and inform students – from Year 10 onwards – about university scholarship and bursary opportunities, including academic, equity, sports, regional, and residential options.
- Maintain a current, well-organised register of scholarship and bursary opportunities, including eligibility criteria, application timelines, and supporting evidence requirements, and communicate relevant opportunities to students and families proactively throughout the year.
- Support students in preparing scholarship applications, providing coaching on application essays and personal statements, advising on referee selection, and helping students articulate their strengths and contributions clearly and convincingly.
- Work with the Careers and Pathways Advisor to identify students whose Strengths and Contribution Profile and academic record make them strong scholarship candidates, ensuring these students are identified early and supported through the application process.

TERTIARY INSTITUTION PARTNERSHIPS AND ENGAGEMENT

- Develop and maintain productive relationships with Queensland universities, interstate institutions, and TAFE Queensland – ensuring the school has direct access to admissions staff, current prospectus information, and representatives willing to visit and speak with students.
- Organise and coordinate tertiary institution representatives and guest speakers for careers presentations throughout the year, including university admissions officers, current students, recent graduates, and academic faculty, ensuring speakers represent the breadth of institutions and study areas available to Cathedral students.
- Support students in accessing careers information from tertiary institutions directly – facilitating access to institutional databases, open day programs, and online resources, and connecting students with admissions staff where individual enquiries are needed.
- Coordinate school visits to university campuses and other tertiary institutions – organising logistics, preparing students with relevant questions and goals, and following up to maximise the learning value of each visit.
- Publicise university and TAFE open days, information evenings, and campus visit opportunities to students and families across Years 9–12 – maintaining a current, well-communicated calendar of external pathway events throughout the year.

ANNUAL CAREERS EXPO AND EVENTS PROGRAM

- Plan, organise, and deliver the school's annual Careers Expo – coordinating the involvement of tertiary institutions, industry associations, employers, VET providers, and community organisations; managing logistics, communication, and student preparation; and evaluating the event to inform continuous improvement.
- Ensure the annual Careers Expo offers students in Years 9–12 authentic exposure to the full range of post-school pathways – university, VET, apprenticeship, defence, entrepreneurship, and community service – and reflects the diversity of industries and professions represented in Queensland and beyond.

- Coordinate the school's careers guest speaker program throughout the year – identifying and engaging speakers across a diverse range of fields and career stages, briefing them on school context and expectations, managing scheduling, and ensuring presentations are integrated meaningfully into the school's career education calendar.
- Work with the Careers and Pathways Advisor to ensure the guest speaker and Careers Expo programs are complemented by industry practitioner speakers from the school's industry and community partnership network.
- Organise and coordinate careers information evenings for students and families at key transition points – particularly Year 10 subject selection, Year 11 tertiary planning, and Year 12 application support – working with the Careers and Pathways Advisor to ensure individual and cohort support are well integrated.

CAREER EDUCATION CURRICULUM AND COHORT PROGRAMS

- Ensure coherence across the school's Years 7–12 career education program – working with the Careers and Pathways Advisor to connect the Years 9 and 10 careers curriculum and the Years 11 and 12 Personal Development and Careers Curriculum into a single, developmentally appropriate progression.
- Develop, implement, and review the school's Years 11 and 12 Personal Development and Careers Curriculum, in consultation with the Careers and Pathways Advisor – ensuring a coherent progression from the Years 9 and 10 careers curriculum coordinated by the Careers and Pathways Advisor into senior pathway planning, tertiary preparation, and post-school transition.
- Develop and deliver career education workshops and programs for cohorts across the Senior School, including resume writing, interview skills, workplace readiness, professional communication, and goal setting, ensuring these capabilities are developed progressively.
- Coordinate the post-school transition program for Year 12 students – contributing to the pastoral and curriculum program that prepares students for the practical, social, and emotional dimensions of leaving school.
- Contribute to the Year 9 academic transition program – working with the Head of Middle School and the Careers and Pathways Advisor to help students understand the pathway decisions ahead of them and the support available.
- Work with the Deputy Principal – Teaching, Learning and Innovation to ensure the career education program connects with and reinforces the personalised learning plan process – so that students' career thinking is embedded in their broader goal-setting rather than treated as a separate exercise.

CAREERS RESOURCE LIBRARY AND INFORMATION MANAGEMENT

- Maintain a current, comprehensive, and well-organised careers resource library, including digital resources, tertiary prospectuses, scholarship guides, VET information, labour market data, and career exploration tools, accessible to students and families through eCat and the school's digital platforms.
- Ensure current, accurate, and accessible information about all post-school pathways is available to students and families throughout the year – contributing to school publications, newsletters, and the school website, and presenting at parent information evenings as required.
- Maintain active membership of relevant professional associations, including the Queensland Careers Network and equivalent bodies, attending professional development events and ensuring the school's careers information practice reflects current research and sector standards.

- Maintain current knowledge of: QTAC and interstate admissions processes; university entry requirements and alternative entry schemes; scholarship and bursary opportunities; VET and TAFE qualification frameworks; apprenticeship and traineeship pathways; labour market trends and emerging industries; and international study options.
- Share career and tertiary information with the broader school community through school publications, eCat, and digital communications, ensuring families are well informed and engaged in their child's pathway planning.

SKILLS AND KNOWLEDGE:

ESSENTIAL CRITERIA

The Tertiary and Careers Information Coordinator will be required to meet the following Essential Criteria and actively work towards obtaining the desired competencies, knowledge, and skills.

Qualifications

- Teaching degree with qualifications or experience in career education, counselling, or a related field; postgraduate qualifications highly regarded.
- Current Queensland College of Teachers registration and a satisfactory National Police History Check.
- Current First Aid and CPR certificates are required and must be kept up to date.

Competencies, Knowledge & Skills

- Sound knowledge of the QTAC application process, ATAR calculation, early entry and equity schemes, and interstate admissions authorities with a demonstrated ability to guide students through these processes accurately and confidently.
- Experience in university scholarship identification and student support, including coaching application essays and personal statements and advising on equity pathways.
- Demonstrated experience planning and delivering events, including expos, guest speaker programs, and information evenings, with strong logistical, communication, and stakeholder coordination skills.
- Current knowledge of Australian labour market trends, tertiary sector developments, and post-school pathway options, with a commitment to maintaining professional currency through active engagement with the careers education sector.
- Highly developed information management skills with the ability to maintain current, well-organised resources, communicate complex information clearly and accessibly to students and families, and manage multiple streams of data and correspondence accurately.
- A professional, visible practitioner with a proven ability to build productive relationships with students, families, staff, tertiary institutions, and industry partners.
- Advanced communication skills, with the ability to present information confidently to groups, engage empathetically with individual students, and write clearly for a range of audiences including students, families, and senior staff.
- Strong organisational skills, with the ability to manage a varied and deadline-driven workload, including event coordination, QTAC support cycles, scholarship calendars, and resource maintenance, with accuracy and professionalism.

- Capacity to support and be sympathetic to the Anglican ethos, positively promoting the School both internally and externally.

APPLYING FOR THE POSITION

Applicants wishing to apply for the position are required to submit a **cover letter** and **resume** outlining their experience providing 3 work references to which the school can contact. We will assess applications as they arrive, so please apply today!

All staff at Cathedral are expected to support the philosophies of the school, must either hold or be able to obtain a Blue Card and/or be registered with the Queensland College of Teachers. Applicants will be subjected to blue card screening, referee checks, identification verification, and will be required to disclose any information relevant to their eligibility to engage in activities involving children and young people.