

## Position Description

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| <b>Position Title</b>         | <b>Careers Counsellor</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Department</b>             | Secondary Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Reports to</b>             | Head of Teaching and Learning Innovation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Direct Reports</b>         | Administrative Assistant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Purpose and Objectives</b> | <p>St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane.</p> <p>The position of Careers Counsellor works closely with students to ensure that they are well prepared for the future and feel safe and confident while attending the College. The Reporting to the Head of Teaching and Learning Innovation the Careers Counsellor is an experienced-based role in a small team responsible for providing evidenced based, holistic Career Development Program and Resources Centre aligned to the College's Strategic Intent to provide a proactive, responsive and collaborative Careers Counselling service.</p> <p>This is an exciting role for an experienced professional who will contribute to the success of St Peters Lutheran College.</p> <p>Working under the broad supervision of the Head of Teaching and Learning Innovation you will actively contribute to a positive workplace culture and ensure that you achieve highest standards of performance and integrity and foster genuine partnerships across all levels of stakeholders to deliver College outcomes.</p> <p>Key to the success of this role is an ability to provide systems, programs, strategies and services related to career development in accordance with the Professional Standards for Australian Career Development Practitioners and the College's Mission and Goals. This includes:</p> <ul style="list-style-type: none"> <li>- Development and implementation of effective Career Education Programs.</li> <li>- Provision of career counselling services, and</li> <li>- Maintenance of relevant, current and accessible career resources and information.</li> </ul> |
| <b>Key Accountabilities</b>   | <p>The duties and responsibilities of this role are as follows:</p> <ol style="list-style-type: none"> <li><b>1. Development and implementation of effective career education programs.</b> <ol style="list-style-type: none"> <li>1.1. Develop and implement learning opportunities that facilitate the development of career competencies that individual students need to make informed life, learning and employment choices.</li> <li>1.2. Plan, implement, develop/redesign and evaluate career programs based on the Australian Blueprint for Career Development.</li> <li>1.3. Support students to proactively design and manage their preferred learning and vocational futures.</li> <li>1.4. Liaise to develop and administer group testing programs to identify individual student abilities, attributes and career development needs.</li> <li>1.5. Liaise with the Curriculum Leader – Exceptional Learners, Heads of Sub-Schools and Year Level Coordinators to determine individual student needs for support</li> </ol> </li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



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|  | <p>and to identify appropriate pathways aligned with their post-school aspirations.</p> <p>1.6. Assist Curriculum Coordinators, Heads of Sub-School and Year Level Coordinators in academic tracking of students and SET Planning.</p> <p>1.7. Facilitate the engagement of students with extension opportunities offered by universities.</p> <p>1.8. Promote the engagement of students with the Oxbridge Academic Program. Facilitate the process in liaison with the Oxbridge Academic Program company to ensure parents, students and Teachers are fully aware of the appropriate guidelines and protocols for students electing to participate. Oversee the process, meet with students to ensure that accurate records are retained by the College about students participating.</p> <p>1.9. Develop pertinent Career Education material which can be delivered to Year 11 and 12 Form classes to increase their awareness of pathways and emerging career trends and influences.</p> <p><b>2. Provision of career counselling services.</b></p> <p>2.1. Conduct career counselling services, with a focus on senior school students, in accordance with the Code of Ethics contained in the Professional Standards for Australian Career Development Practitioners.</p> <p>2.2. Preserve confidentiality of the counsellor-client relationship within the framework of legal, ethical and child safety considerations.</p> <p>2.3. Establish processes which simplify the ability for students and parents to access these services .</p> <p>2.4. Explain content, purposes, potential benefits and results of tests and interventions in language that is easily understood by the student and parent/guardian.</p> <p>2.5. Assist students, families and school personnel to resolve issues which adversely affect academic functioning and career decision making, including interpretation of assessment outcomes and subsequent change of subjects or learning pathway.</p> <p>2.6. Develop and implement procedures for efficient and professional referral to appropriate College personnel and members or external agencies.</p> <p>2.7. Maintain appropriate records and documentation.</p> <p>2.8. Counsel and support students tertiary courses and application procedures within Australia and internationally, including scholarship applications.</p> <p><b>3. Maintenance of relevant, current and accessible career resources and information.</b></p> <p>3.1. Plan, implement, develop/redesign and evaluate career resources based on the Australian Blueprint for Career Development.</p> <p>3.2. Develop networks and relationships between employers, Tertiary Institutions and the St Peters community to ensure students are fully informed about their post-school options.</p> <p>3.3. Explore and develop links with industry and other external bodies</p> <p>3.4. Maintain the 'Careers Centre' with up to date and accurate information on careers, pathways, tertiary and training options.</p> <p>3.5. Promote careers activities and information via the Portals, career displays or other mechanisms.</p> <p>3.6. Oversee subscriptions to relevant Career Resource providers such as Study, Work, Grow and Career Information Services to ensure the community is provided with current information about courses and training pathways, along with pertinent world of work information.</p> |
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|                             | <p>3.7. Provide information regarding QTAC and other tertiary entrance procedures including advice regarding extra requirements e.g. folio preparation, UMAT testing, interview preparation.</p> <p>3.8. Facilitate the option for students to access information on overseas Tertiary Application processes for key areas sch as the USA, UK and Canada, ensuring knowledge about basic application processes is accurate and current.</p> <p>3.9. Consider options for presenting information sessions for students/parents e.g. career evenings, guest speakers, assemblies, and lunch or breakfast sessions.</p> <p>3.10. Establish networks with Tertiary institutions across Australia and globally, allowing students access to scholarship opportunities e.g. Renssealaer Medal Award.</p> <p>3.11. Assist the Curriculum Leader – VET in relation to information regarding work experience, work placements and external vocational learning programs for students.</p> <p><b>4. Other</b></p> <p>4.1. Keep abreast of labour market developments and inform the college community about the impacts of these on student career and job options.</p> <p>4.2. Manage the annual budget in liaison with the Head of Teaching &amp; Learning Innovation</p> <p>4.3. Attend and contribute to staff meetings.</p> <p>4.4. Monitor, maintain and enhance professional competencies by participating in continuing professional development in order to remain current with innovations and trends in the contexts, processes and content of career development.</p> <p>4.5. Provide professional development for teachers.</p> <p>4.6. Represent the college when requested.</p> <p>4.7. Teach classes as requested by the Head of Teaching &amp; Learning Innovation.</p> <p>4.8. Other duties as requested by the Director Teaching &amp; Learning Innovation.</p> |
| <b>Key Relationships</b>    | <p><b>Internal:</b> Heads of sub Schools, Senior and Corporate Leadership teams, Year Level Coordinators</p> <p><b>External:</b> Parent body and professional associations</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Committee Membership</b> | Professional membership bodies such as International Association for College Admission Counseling, (IACAC) , Queensland Guidance and Counselling Association (QGCA) , Queensland Association of Student Advisors (QASA).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Selection Criteria</b>   | <p>These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate.</p> <p><b>Experience and qualifications</b></p> <p><b>SC1:</b> Must provide evidence of current teacher registration Queensland (QCT), qualifications in Career Counselling <i>and</i> professional membership of a Career Industry Council of Australia affiliated organisation. A proven record of achievement in a similar role which contributes to organisational excellence, high standards of performance and a positive workplace culture is desirable.</p> <p><b>Knowledge, skills and capabilities</b></p> <p><b>SC1:</b> Demonstrated knowledge and proven experience in developing and delivering</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |



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|  | <p>career programs which cater for diversity.</p> <ul style="list-style-type: none"> <li>Working knowledge of QSA/IB/ VET eligibility requirements as it relates to developing pathways</li> <li>Proven ability in providing effective career counselling.</li> </ul> <p><b>SC2:</b> Proven effective relationship skills working with staff and students and diverse range of stakeholders including external organizations.</p> <p><b>SC3:</b> Demonstrated high level of professional communication skills managing matters appropriately and with sensitivity.</p> <p><b>SC4:</b> Highly developed organisational, time management, analytical and problem-solving skills with the ability to manage and meet the demands of multiple tasks, competing priorities, and deadlines.</p> <p><b>Personal capabilities</b></p> <p><b>SC5:</b> Demonstrated ability to exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct.</p> <p><b>SC6x:</b> Demonstrated commitment to reach their own potential (More Beyond) and in manner that aligns with the College's strategic and operational objectives and values.</p> <p><b>Christian Ethos</b></p> <p><b>SC7:</b> An understanding of, respect and demonstrable support for the College's Christian ethos.</p> |
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| Job Details               |                                                                                                                                                                                                                                                                                         |
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| <b>Position Status</b>    | Maximum Term                                                                                                                                                                                                                                                                            |
| <b>Hours of Duty</b>      | <p>Part Time – 15 programmed hours per week</p> <p>Tuesday and Thursday</p> <p>Term time position, 40 school calendar weeks per year</p>                                                                                                                                                |
| <b>Classification</b>     | <p>Substantive teaching position + CL1</p> <p>In accordance with Schedule 7 – Positions of Added Responsibility</p>                                                                                                                                                                     |
| <b>Annual Allowance</b>   | \$28,974.00 per annum (Pro-rated)                                                                                                                                                                                                                                                       |
| <b>Base Annual Salary</b> | <p>\$99,162 to \$124,349 (gross, pro-rated) per annum plus Superannuation</p> <p><b>Terms and Conditions</b> – Please refer to the Employment Contract, which may or may not include reference to the <a href="#">Queensland Lutheran Schools Single Enterprise Agreement 2024</a>.</p> |
| <b>Superannuation</b>     | 12.75% employer contribution from 1 July 2025                                                                                                                                                                                                                                           |



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| Job Details                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>Location</b>                   | <p>St Peters Lutheran College – Indooroopilly<br/>66 Harts Road, INDOOROOPIILLY QLD 4068</p> <p>Occasional travel to St Peters Lutheran College Springfield and Ironbark Outdoor Education Centre is required as part of this role.</p>                                                                                                                                                                                                                                                                                  |
| <b>Professional Behaviours</b>    | <p>Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards.</p> <p>All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.</p>                                                                   |
| <b>Child Protection</b>           | <p>All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace.</p> <p>Employees must understand and adhere to the College's Child Protection Policy and Procedures.</p>                                                                                                                                                                                             |
| <b>Health &amp; Safety</b>        | <p>All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions.</p> <p>Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.</p>                                                                             |
| <b>Policies &amp; Procedures</b>  | <p>Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or Queensland Lutheran Schools Single Enterprise Agreement and take the responsibility to maintain currency with these.</p>                                                                                                                                                             |
| <b>Compliance Requirements</b>    | <p>Right to work in Australia</p> <p>Current Blue Card and/or Queensland College of Teachers Registration.</p> <p>Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance.</p> <p>Timely completion of mandatory training requirements and training relevant to their role.</p>                                                                                                                    |
| <b>Other Relevant Information</b> | <p>The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance.</p> <p>St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights.</p> <p>The College is committed to increasing the participation rate of Aboriginal and Torres</p> |



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|                            | <p>Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities.</p> <p>The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.</p> |
| <b>Further Information</b> | Further information about St Peters can be found at <a href="http://www.stpeters.qld.edu.au">www.stpeters.qld.edu.au</a>                                                                                                                                                                                                                  |

16 March 2026