

Reporting to:	Head of Secondary (Donnybrook)
Teaching:	Ongoing
Employment Fraction:	Fulltime (negotiable)
Teaching Fraction:	0.8 FTE 2027, 0.6 FTE 2028 and 2029
Leadership Time Release:	0.2 FTE and Homeroom or equivalent 2027 0.4 FTE and Homeroom or equivalent 2028 and 2029
Leadership Tenure:	Three years
Leadership Salary:	Level 1, 2027 Level 2, 2028 and 2029
Prepared:	September 2026

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. The School aims to provide its students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is Hume's fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that it does, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. Hume is a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in its approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with students. It is not by chance that Hume has young people who readily display warmth, humour and respect for one another and their teachers.

After 3 years located elsewhere, in 2011 the School commenced in Mickleham the Prep to Year 12 Freier campus on 10 hectares. In 2019, it opened another Prep to Year 12 campus in Donnybrook on an 8-hectare site. Starting with junior Primary year-levels, this campus will ultimately have an enrolment of 1,596. At Donnybrook, the Primary school has reached capacity with 588 students (as with Freier Primary) and with Secondary commencing in 2023 next year will have 784 Year 7 to 11 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary and a feeder to the Freier and Donnybrook Secondary schools, it has followed a similar growth pattern to Donnybrook reaching capacity this year with 588 students.

In 2027, the School will enrol 3,408 students and expected to employ near 400 staff. The student enrolment at each campus will be at Freier 1,448, Donnybrook 1,372 and Kalkallo 588. Ultimately, by 2029, will have some 3,640 students (Freier 1,456, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff over 400 across its three campuses. It is expected to be one of the largest non-government schools in the State.

Recently, the School announced its acquisition of a 10-hectare parcel of land in Wollert for its fourth campus planned to open in 2033. This will comprise two Primary schools and a Secondary school and when it reaches its capacity, will enrol over 2,500 students. In all, Hume Anglican Grammar will ultimately educate over 6,000 students, with plans for further expansion.

Variation to the Role

Due to circumstances surrounding a particular appointment, there may be variations to the role as described at the top of this page. If so, it will be detailed below.

There is a variation to the Donnybrook appointment. The Donnybrook Campus is still in a phase of growth. When this role commences, the oldest cohort in Donnybrook will be Year 11. The full responsibilities of the role supporting year 12 leavers will begin in 2028 and therefore the time release and leadership level will increase during this tenure.

In 2027 the role has Leadership Level 1 and 0.2 time release plus Homeroom.

In 2028 and 2029 the role has Leadership Level 2 and 0.4 time release plus Homeroom.

Purpose of the Position

Hume Anglican Grammar acknowledges the part the Careers Counsellor plays in delivering a broad holistic education. The Careers Counsellor has an important role in discovering and developing a student's talents, interests and pathways. The Careers Counsellor provides career education to students, which assists them to plan their future vocational direction and provides them with the knowledge to make informed decisions.

The Careers Counsellor is a knowledgeable and well-informed advisor to students and their parents. They are well acquainted with current relevant information for post-compulsory education, training and employment pathways. The Careers Counsellor is an excellent communicator who is able to very effectively connect with students and parents to ensure they understand vocational requirements, opportunities and pathways.

The Careers Counsellor helps to prepare students for the world of work and links career and subject choice to independent learning. They are accessible and approachable to meet with students and parents before school, at lunch and after school as required.

Due to the supporting nature of the role, it is expected there will be some non-school day commitments. This will include at least two days following the release of VCE results to counsel students and parents of pathways option, and again upon the release of first and second-round tertiary offers mid-December and mid-January. The Careers Counsellor is also expected to be available out-of-hours at parent-student information sessions.

Responsibilities and Duties

Subject to the discretion of the Principal, the Careers Counsellor is responsible for managing careers education and counselling. Their responsibilities include:

- Reviewing, developing, implementing and managing the careers program across Years 7-12
- Providing quality advice and counsel about subject selection, future pathways and careers to individuals and groups of students
- Evaluating and revising the careers counselling service according to student feedback and needs
- Collecting and distributing current information for vocational pathways
- Informing students and the community of current student career and study options through a range of communication methods, including the School's website, newsletter and bulletins

- Conducting individual meetings with all Senior Secondary (10-12) students to discuss career pathways and tertiary options
- Maintaining up-to-date files and displays in Careers Office, Careers noticeboard, Year 12 Common Room and other relevant areas
- Assisting the Year Level Coordinators in developing relevant materials and opportunities about careers as part of the wellbeing program
- Working with the Head of Learning Enhancement to advise and support students with a range of learning needs to provide advice around pathways and different career options
- Attending and presenting at Secondary Information evenings to provide parents and students with relevant career information
- Managing all facets of the VTAC registration and selection procedures for student tertiary applications
- Attending relevant professional development opportunities related to student destinations in careers and studies
- Assisting students to organise individual Work Experience arrangements in school holidays
- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as directed by the Principal

Qualifications, Skills and Experience:

Essential

- An enthusiastic and motivated individual who has a passion for lifelong learning
- Ability to build strong relationships with staff, students and parents
- Experience in developing and delivering a Careers program
- Experience in counselling students about their career pathways
- A strong working knowledge of Work Experience requirements
- Current knowledge of the tertiary sector in Australia
- A thorough working knowledge of the VTAC processes for tertiary selection

Desirable

- Tertiary and/or professional qualifications in careers education
- Leadership experience
- Post graduate qualifications in educational management and leadership
- Involvement in professional communities

Personal Qualities

- A high level of empathy when counselling students through what can be a difficult time
- Excellent organisational skills, planning, disciplined and management capabilities
- Public speaking skills of a high order to effectively present unfamiliar information
- Ability to prioritise tasks and utilise efficient time management skills
- Very good communication and interpersonal skills to build relationships with key stakeholders
- Demonstrated interest in ongoing personal professional development.

Key Selection Criteria:

1. Demonstrated ability to deliver counselling and programs related to subject selection, careers and pathways within a secondary school environment.
2. Experience and knowledge in Careers Education.
3. High-level organisational, communication and interpersonal skills; particularly in working with young people, parents and the wider community.

This Position Description may be altered from time to time to meet the operational needs of the School.