



ROLE DESCRIPTION: CAREERS ADVISOR

POSITION DETAILS	
ROLE TITLE	Careers Advisor
REPORTS TO	Principal through the Director Learning and Teaching and Director Curriculum
DIRECT REPORTS	VET/Careers Administration Assistant
ENTERPRISE AGREEMENT	NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023
CLASSIFICATION	Temporary
EMPLOYMENT STATUS	Contract
ALLOWANCES	Coordinator #1 Allowance
PRIMARY PURPOSE OF THE ROLE	Reporting to the Director Learning and Teaching and the Director Curriculum, the Careers Advisor is a specialist leadership role that leads careers and pathways education for students in Years 10–12). The Coordinator works in collaboration with the school leadership team, teachers, families, Registered Training Organisations (RTOs), employers and the broader regional community to ensure every student is supported to make informed decisions about their learning and to transition confidently into further study, training and employment. The role contributes to the College’s mission to assist students in making sense of their world, to make informed decisions and judgements and to act with moral and ethical integrity.
SPECIAL REQUIREMENTS	The nature of this position is such that the Careers Advisor will be required outside the “normal” office /College hours to support the College Executive in various forums and to attend meetings and presentations whenever necessary. The Employer reserves the right to vary this position description in response to changing needs.
EXPECTED BEHAVIOURS AND ATTITUDES	• Actively supports a child safeguarding culture to the highest standards • Complies with: ○ Marist Schools Australia Policy Statements. ○ Red Bend Catholic College Policy Statements, Procedures and Code of Conduct for Staff • Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment; • Maintains a commitment to improve services and pursue excellence continuously • Seeks opportunities for professional development.

KEY ROLE RESPONSIBILITIES	
AS A MEMBER OF THE COLLEGE COMMUNITY, THE CAREERS ADVISOR WILL	● Actively works to promote the mission and life of the Catholic Church ● Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College. ● Give personal witness to Gospel values through word and action. ● Promote the philosophy and goals of Catholic education and practice in the Marist tradition. ● Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College. ● Have a pastoral concern for individual students and staff.
DEFINITION OF CAREERS ADVISOR	The Careers Coordinator is responsible for careers education and pathways guidance for all students, regardless of the courses they study. This includes the whole-school careers program, individual career guidance and pathway planning, subject selection advice, information about post-school options, and the engagement of employers, universities and training providers with students. The focus is the student's informed decision-making and successful transition beyond school.
CAREERS AND PATHWAYS EDUCATION	● Lead a whole-school careers education program for Years 10-12 that develops students' career awareness, self-knowledge, planning and decision-making skills ● Provide individual career guidance and pathway planning to students, including subject selection advice for Years 9–12 and the development of Career and Pathway plans ● Ensure students and families have accurate and current information about the HSC, ATAR, non-ATAR pathways, VET, university, TAFE, private providers, apprenticeships, traineeships, gap years and employment ● Support students with applications for tertiary study, early entry and scholarships (including UAC processes), and with resumes, interviews and job applications ● Support students with diverse learning needs, students in out-of-home care, Aboriginal and Torres Strait Islander students, and students at risk of disengagement in accessing appropriate pathways, in collaboration with the Diverse Learning Team and pastoral staff ● Ensure that students are provided with accurate and relevant subject information and guidance so they can make informed subject choices ● Track and report on post-school destinations of students and use the data to inform program review and improvement ● Communicate regularly with parents and carers about pathway options, deadlines and support available ● Coordinate and support school-based apprenticeships and traineeships, working with Australian Apprenticeship Support Network providers, employers and families
CAREERS EVENTS, WORK EXPERIENCE AND INDUSTRY ENGAGEMENT	● Plan and coordinate careers events, expos, information evenings, employer and alumni presentations, and university and TAFE visits ● Coordinate work experience programs and other workplace exposure opportunities for students in Years 9–11 ● Build and maintain strong relationships with local and regional employers, industry groups, universities, TAFE and community organisations

	Oversee excursions, site visits, external bookings and the use of guest speakers and industry presenters in line with College policy and Child Protection guidelines.
LEADERSHIP, PLANNING AND COMPLIANCE	- Take a leading role in achieving the College's strategic goals for student learning, engagement and post-school transitions - Work in collaboration with the Director Learning and Teaching, Director Curriculum, Director of Students, House and Faculty Coordinators to align VET and pathways advice with academic programs and student wellbeing - Ensure that VET students receive appropriate careers guidance, and that careers advice to all students accurately reflects VET options, apprenticeships and traineeships - Prepare, manage and report on the VET and Careers budget(s), and participate in the College budget process - Prepare submissions for specific purpose funding and grants and complete the subsequent accountability reporting in consultation with relevant stakeholders - Participate in the process of allocating students to courses and classes where appropriate - Ensure that VET and Careers information published in course handbooks, on the College website and through the learning management system is accurate and current - Participate in the selection process for the appointment of new VET and Careers staff where appropriate - Engage in ongoing professional learning to remain current with VET policy, industry trends, labour market information and careers practice
SYSTEM ADMINISTRATION	Ensure compliance with all Red Bend Catholic College systems including - Synergetic - Seqta - Consent2Go - ESS - IDEAGEN - Google - Schools Online
ORGANISATION AND OPERATIONS	- Ensure compliance with the WHS Act 2011 and its regulations including: - Report any injury, damage, unsafe condition or hazard via RBCC online platform IDEAGEN, Assurance as well as notification to your relevant Supervisor within reporting guidelines. - Wear protective clothing or use equipment in the manner intended (where required). - Take reasonable care for the Health and Safety of all persons (including students, staff, visitors, contractors and volunteers). - Ensure that all students, staff, contractors and volunteers under their direction and control receive adequate instruction for the safe and efficient performance of their role and duties. - Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to the Compliance Coordinator, HR Manager or Deputy Principal.

	○ Cooperate with the Compliance Coordinator in the measures taken to ensure Work Health and Safety. ● Ensure compliance with all RBCC policies, procedures, Code of Conduct and Child Safeguarding requirements including Mandatory Reporting requirements and other relevant legislative and regulatory authorities. ● Participate fully in the prompt investigation of all serious and potentially serious incidents and accidents which result in, or could have resulted in either injury to persons or damage to property or Human Resource implications so that remedial action may be initiated. ● Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of RBCC as required. ● Work to continually assess and improve work practices and procedures on a continuous basis to achieve RBCC goals. ● Be flexible in the workplace, open to new ideas and concepts, to working independently or as part of a team and to carrying out multiple tasks or projects where relevant. ● Undertake all other duties as directed in line with the employees skill, competence and training.	
KEY RELATIONSHIPS	INTERNAL ● Principal, Deputy Principal, Director Learning and Teaching, Director Curriculum ● Executive Team ● Teaching and Support Staff ● Students	EXTERNAL ● Parents ● NESA ● Marist Schools Australia ● RTO's, TAFE NSW, Universities and other Tertiary providers ● Employers, Industry bodies, Australian Apprenticeship Support Network providers ● Local and regional community organisations

PERSON SPECIFICATIONS	
SELECTION CRITERIA	Essential Criteria ● Relevant tertiary qualifications in Education and current NESA accreditation to teach in NSW ● Demonstrated understanding of the NSW senior secondary curriculum and pathways, including the HSC, ATAR and the requirements of VET in the HSC, with the capacity to guide students and families through course and pathway choices ● Demonstrated experience in careers advising or pathways education, in a secondary school setting, including working with RTOs ● Demonstrated knowledge of post-school options and processes, including university admission (UAC), TAFE and private training providers, school-based and post-school apprenticeships and traineeships, and employment pathways ● Demonstrated capacity to provide high-quality individual and group career guidance that is responsive to the needs, strengths and aspirations of diverse learners, including students requiring additional support and students at risk of disengagement ● Demonstrated capacity to lead, coordinate and collaborate with teachers, trainers and support staff, and to plan and manage the operational, budgetary and resourcing responsibilities of a program

	• Demonstrated ability to use data, including student achievement, engagement and post-school destination data, to monitor outcomes and inform program improvement • Highly developed communication, interpersonal and organisational skills, with the capacity to build positive professional relationships with students, parents, colleagues and external partners • A commitment to the mission of Catholic education and a desire to actively contribute to and enliven the Marist charism, values and educational mission of Red Bend Catholic College • A demonstrated commitment to child safeguarding, professional conduct and ethical practice, including respect, confidentiality and the wellbeing of students • Applicants must meet, or be working towards, the requirements for Accreditation to Work and Teach in a Marist Schools Australia school (Category C) Desirable Criteria • Experience in a Coordinator, Middle Leader or other educational leadership position • Postgraduate or professional qualifications in career development, for example a Graduate Certificate in Career Development, and/or membership of a professional careers association • Knowledge of the regional labour market and established connections with employers and training providers in the local area • Experience with school-based apprenticeships and traineeships and with the Australian Apprenticeship system • Experience using careers and pathways platforms and digital tools to support planning, communication and record keeping • An active member of a Catholic Eucharistic community
OTHER REQUIREMENTS	• Registration with NESA • Active participation in the co-curricular life of the College.
STATUTORY REQUIREMENTS	• NSW Working with Children Check
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability