



| Position Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                    |
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| <b>Position:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Head of Careers                                                                                                                                    |
| <b>Load:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Full Time                                                                                                                                          |
| <b>Duration:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Ongoing                                                                                                                                            |
| <b>Campus:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Senior Campus                                                                                                                                      |
| <b>Faculty/Department:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Careers                                                                                                                                            |
| <b>Reports to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Head of Senior Years                                                                                                                               |
| <b>Direct Reports:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Administrative Assistant                                                                                                                           |
| <b>Key Relationships:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Head of Senior Years<br>Deputy Head of Senior Years<br>Head of RFP<br>Deputy Head of RFP<br>VCE Coordinator<br>Head of Teaching and Learning – MYP |
| <b>School Overview:</b> <p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p> |                                                                                                                                                    |
| <b>The Woodleigh Teacher</b> <p>A teacher at Woodleigh School:</p> <ul style="list-style-type: none"><li>• Encourages a culture of mutual respect, inquiry, innovation and learning</li><li>• Places an emphasis on the 5 Elements of the Woodleigh model for Personalised Learning in their professional practice<ul style="list-style-type: none"><li>○ Real world learning</li><li>○ Assessment for learning</li><li>○ Life-long learning</li><li>○ Student agency, coaching and mentoring</li><li>○ Wellbeing and engagement</li></ul></li><li>• Communicates effectively with students and families about student learning and progress</li><li>• Sets high academic achievement expectations</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                    |

- Identifies and supports students' social, emotional, and behavioural learning needs
- Facilitates, designs and engages with effective collaboration
- Provides timely feedback and collaborates with others to offer specialised support

**Position Summary:**

The Head of Careers is responsible for leading an innovative careers education program that provides students with the information, opportunities, experiences and support aligned with their profiles, passions and interest. The Head of Careers works in collaboration with other school leaders to provide students, parents and staff with information that enables a smooth and successful transition through the senior years of school to further study or work.

This position involves the delivery of high-quality Careers education and advice to Woodleigh students from Years 7 to 12, including counselling for VCE students after they have received their results.

**Key Responsibilities include:**

**Delivery of Career Education and Development**

- Coordinate Year 7 and 8 Careers in STEM program
- Coordinate University and TAFE excursions for relevant year levels
- Deliver a career development program consistent with the National Standards for Professional Career Development that exposes students to self-awareness activities designed to assist them to clarify their skills, values, interests and aptitudes
- Co-ordinate and resource various teams to deliver Year 10 Careers Program that culminates in VCE subject selection and includes career assessment instruments (Morrisby Testing)
- Co-ordinate a team of teachers to deliver a job-seeking and interview program/s for all Year 9 students who prepare a comprehensive Job Portfolio
- Coordinate Yr. 11 Industry Tour program with external partners
- Organise Mock Interview program for all Year 9 students
- Facilitate the delivery of vocational information through specific subjects in the curriculum via organising guest speakers e.g. an archaeologist in junior Humanities classes, a geophysicist in Physics, CPA in Accounting etc
- Develop vocational skills programs in conjunction with the Head of Activities program e.g. RSA, Food Handlers
- Organise and facilitate the Y10 work experience program
- Developing a whole-school approach and understanding in the area of VET that is reflective of best practice, research and Woodleigh's Personal Learning Model
- Promote VET as a learning and careers pathway with students, teachers, families and the wider school community
- Develop and lead administration processes in line with VCAA advice
- Lead processes to evaluate the effectiveness of VET programs using research and knowledge about how students learn
- Lead processes to evaluate the effectiveness of VET programs using research and knowledge about how students learn
- Conduct regular reviews of teaching and learning programs using multiple sources of evidence including student assessment data, curriculum documents, teaching practices and feedback from parents/carers, students and colleagues
- Initiate contextually relevant processes to establish programs that involve parents/carers in the education of their children and broader school priorities and activities
- Co-ordinate student performance and program evaluation using internal and external student assessment data to improve teaching practice
- Provide support for the enterprise and careers program as well as regenerative futures program (including potential coordination of work experience)
- Wellbeing support for students and staff
- Contributing to the effective operation of the Senior Homestead and Senior Years Program

**Leadership and management of VET**

- Providing current resources and relevant information to students, staff and parents to assist in making informed decisions related to VET options and associated future pathways
- To liaise with TAFE institutions and other providers concerning students' attendance and performance.
- To oversee and manage relevant documentation regarding VET student study plans (administration, student work evidence).
- To audit VET subjects for Victorian Registrations and Qualifications Authority regulations (Quality Assurance).
- To liaise with Registered Training Organisations and develop the relevant Memorandum of Understanding with each RTO.
- To visit TAFE institutions to foster school / community relationships.
- To collate VET information concerning student study plans from external providers.
- To oversee/administer the SBAT and SWL programs within the school
- To coordinate and monitor employers and students involved in work placements as part of VET programs
- To assist with the strategic development of future-focused vocational programs at the school, in line with the school strategic plan

**VET Assessments**

- Assist in the implementation of the school's Assessment and Reporting policies and procedures with a focus on effective assessment and reporting that is consistent with external VET requirements
- Liaise with external providers to ensure all assessment and reporting requirements are adhered to including VET reporting templates and compliance requirements
- In collaboration with other key staff provide up-to-date data relating to VET enrolments and associated pathways

**Wellbeing**

- Proactively monitor and support student and staff wellbeing
- Contribute to the effective operation of the Senior Homestead
- Be familiar with and comply with the College's child safe policy and code of conduct, and any other policies or procedures relating to child safety

**Individual Student Counselling and Parent Interface**

- Assist Year 12 students with Tertiary Admission applications (Nationally and Internationally) course selection, application process, scholarship applications, letters of application, resumes
- Provide one to one and group counselling of Year 11 & 12 students re appropriate work/study/training options and build strategies for decision making and Career planning
- Interview and counsel students regarding subject selections; including the option of external VETiS programs and School Based apprenticeships
- Facilitate the process of subject change and selection at Year 11 & 12 through liaison with student, teachers and parents
- Regularly meet with specific parents to discuss student motivation, subject selection, course selection, appropriate post-secondary options, explain assessment, scoring and application processes and systems
- Field telephone calls from parents re concerns about student progress, advice on the appropriateness of subjects, career aspirations, work vs. study, student/staff relationships

**Event Organisation**

- Co-ordination of a (bi-annual) Industry Visit Program where all Year 11 students visit employers and training institutions in a field of their choice
- Organise (bi-annual) former student mentoring event 'Career Conversations' for students in Years 10-12
- Conduct an annual Year 12 VTAC evening for interested students and parents

- Organise Mock Interview program for all Year 9 students
- Organise a guest speaker for interested students
- Support the Head of Learning - Middle Years and Head of Senior Years in the organisation of the annual Subject Selection Evening for students and parents

### **Professional Development and Regular Meetings**

- Attend PCEA Meetings to keep abreast of broad issues affecting our roles and to learn from sharing with colleagues
- Attend career information sessions conducted annually by Universities, TAFE Colleges and Independent Tertiary Colleges
- Be a member of the following Committees and attend regular meetings: Timetable Committee, Staff Meetings, Internal PD, SCLTT, WEL, and Pathways Committee
- Attendance at External PDs re VTAC, VCAA and VETiS
- Attend CEAV, CDAA, ISV PDs and conferences where agenda is relevant, and timing is appropriate

### **Communication of Information**

- Ensure adequate dissemination of mail to the relevant personnel via emailing, pigeon-holing, morning notices and intranet
- Communicate information to students about vacancies for full and part-time work, guest speakers etc via Morning Notices, Intranet
- Dissemination of a career's newsletter and maintenance of Intranet site to disseminate vital information about information sessions, course information, scholarships etc to the School Community weekly
- Write general career articles of interest to all parents and students in the School Newsletter as well as information about Open Days, Expos etc
- Write letters to students and parents explaining processes for VTAC applications, Subject Selection processes, Notification about important events etc
- Post information about significant careers events and information on the intranet
- Address parents and students at several information evenings per year
- Conduct information sessions for students re course selection and application processes around personalised learning such as Exploring Options
- Produce Board reports – Destination data

### **Administration**

- Lead and develop the Careers Department
- Develop and sustain quality record keeping practices that includes records of student career assessments and discussions and ARQV compliance
- Preparation and implementation of careers budgets
- Evaluation and purchase of new resources
- Preparation of resource materials and course outlines
- Maintenance of careers library including updating of software and box-files and careers pinboard

### **Other Duties**

- High level collaboration with the Director of Wellbeing and Head of Senior Years to support effective two-way communication with students, teachers and parents
- Support the Year 10 Regenerative Futures Program with the implementation of careers and enterprise components of this course
- Assist with the development of and implementation of a Year 10 enterprise program during Homestead Camps Week
- Assist with the support of our camps and outdoor education programs
- Provide support for the enterprise and careers program as well as regenerative futures program (including potential coordination of work experience)
- Support the Head of Senior Years as required

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| <ul style="list-style-type: none"> <li>• Other duties as directed with students, teachers and parents</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| <b>Selection Criteria</b><br><br><b>Experience and Skills:</b><br>Must be able to demonstrate: <ul style="list-style-type: none"> <li>• Experience with/understanding of Careers and Vocational Educational and Training programs</li> <li>• Experience/training in careers education</li> <li>• Commitment to ongoing development of a sound knowledge and understanding of relevant VCAA and tertiary admissions requirements</li> <li>• Commitment to ongoing development of knowledge and understanding of the teaching pedagogies and practices relevant to careers CET education, and to optimising learning for all students</li> <li>• Highly developed interpersonal skills, good negotiation and influencing skills</li> <li>• Strong organisational skills and attention to detail</li> <li>• High computer literacy and a degree of competency in the use of learning technology</li> </ul> <b>Education and Qualifications:</b> <ul style="list-style-type: none"> <li>• Appropriate tertiary qualification in Education</li> <li>• Post Graduate qualification in Career Counselling</li> </ul> <b>Personal Qualities:</b> <ul style="list-style-type: none"> <li>• A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment</li> <li>• A commitment to the School's co-curricular, experiential and outdoor education programmes</li> <li>• Ability to work effectively within a team</li> <li>• The determination to strive for personal best</li> <li>• A willingness to innovate and encourage the development of creativity</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>• A knowledge of and experience with current educational trends in Careers and VET education</li> </ul> |                 |
| <b>Conditions of Employment:</b> <ul style="list-style-type: none"> <li>• A VIT Registration is desired for this position.</li> <li>• Qualification and First Aid Training confirmation is required for this position.</li> <li>• Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.</li> <li>• At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.</li> <li>• It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.</li> <li>• All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.</li> <li>• Woodleigh operates a smoke-free work environment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |
| <b>Prepared by:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Human Resources |
| <b>Date prepared:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | October 2026    |