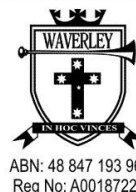


WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: Careers Practitioner
Campus: Wantirna South
Employment Status: FTE 0.5
Reports Directly To: Head of Secondary

Ministry Specifications:

Careers Information

- Collect information from employers, tertiary institutions and training organisations, government bodies, and careers networks
- Distribute relevant information to students and parents by use of careers newsletters, email and the College website
- Inform the College community about labour market developments and how it impacts on student career and study options
- Keep College staff and administration abreast of developments in vocational training, post-secondary training and education and employment trends
- Provide relevant follow-up and reports, as required, for the VCE Coordinator and Head of Teaching and Learning regarding VCE / VET enrolment

Careers Advice and Transition

- Provide and maintain a careers library (including internet access) of up-to-date and relevant information on careers and post-secondary education and training options to assist in students' decision making
- Be familiar with the Victorian Careers Curriculum Framework
- Where necessary make careers programs accessible to students
- Undertake the interviews and counselling of Year 10 students regarding VCE / VET subject selection
- Maintain records, data and information for each student's managed individual pathway (MIP)
- Inform and assist Year 12 students and their parents with the process of transition from secondary school
- Counsel Year 12 students with VTAC choices and other post-secondary options
- Assist students and parents with tertiary course choices application and selection procedures, including VTAC
- Provide final year students with support material and information on relevant contacts (school leavers' kits)
- Provide students leaving College with counselling, support material and information on relevant contacts including apprenticeships and traineeships

Events and Activities

- Coordinate the Year 10 Work Experience program
- Encourage students to participate in "Taster Days" and other similar programs offered by industry organisations and tertiary institutions
- Assist the Head of Secondary with information nights for senior students and their parents on topics such as VCE (including subject selection, in view of tertiary course prerequisites), knowledge of ATAR, VTAC and scholarship applications
- Plan and conduct appropriate excursions as necessary
- Organise relevant events as required, such as mock interviews and careers expos
- Liaise with organisations holding local/regional or school-based careers nights/seminars

VET Coordination

- Communicate with students and families about VET opportunities
- Maintain involvement with the Mullum VET Cluster via email and attendance at meetings
- Keep up to date on relevant changes and initiatives in the VET area for students, both within the Mullum VET Cluster and outside the cluster
- Counsel students who are interested in studying VET courses
- Oversee student enrolment in VET courses
- Communicate with parents regarding student VET enrolments, including financial arrangements
- Prepare an annual VET budget and liaise with Accounts regarding invoicing etc
- Liaise with Cert III in Christian Ministry and Theology (Vetamorphus) teacher about budgets, enrolments and VET Cluster requirements.
- Be responsible for appropriate record keeping for all VET students and ensure VASS enrolment is accurate
- Liaise with VCE Coordinator regarding exam arrangements
- Coordinate Structured Workplace Learning programs

Inherent Requirements of the Position

Administration / IT Staff

- Prolonged periods of sitting
- Using a computer for a prolonged period of time
- Some repetitive actions (e.g. stapling, hole punching, collating)
- Occasional food handling and preparation
- Ability and licence to drive College cars, as required
- Occasional bending, lifting and carrying
- Standing tasks requiring twisting and turning

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work/study/classroom areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond your own responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Participation in relevant meetings
- Attendance at the first day for staff, Staff Retreat and end of year function
- Participation in 'in house' professional development activities
- Attendance at Working Bees
- Attendance at Parent Teacher Interviews
- Attendance at relevant School Concerts
- Attendance at Sporting Events
- Attendance at School Camps (selected staff)
- Attendance at Presentation Night
- Undertaking various rostered staff duties (yard duty, chapel duty, tea room duty, etc.)

Some duties will need to be performed at times other than during the school day including on weekends. Your duties may be varied by the College from time to time in accordance with the College's operational requirements.