



ROLE DESCRIPTION | CAREERS ADVISOR

THE COLLEGE

Saint Ignatius' College Riverview was established in 1880 as a Catholic boys' school in the Jesuit tradition. Located in Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live and educate. We pay our respects to First Nations Elders, past and present, and extend that respect to all First Nations people.

OUR MISSION

Our mission is to provide a holistic Catholic education which inspires a life-long development of faith. Informed by the spirit of Saint Ignatius' of Loyola and grounded in Gospel values of justice, service, discernment, conscience and compassion, the College aims to develop students who are cognisant of, and responsive to, global citizenship in a rapidly changing world.

1. ROLE PURPOSE

The Careers Advisor is a member of the Teaching and Learning Team, which is inspired at all times by the highest Ignatian ideals of Companionship and Team.

The role of the Careers Advisor is to develop and coordinate careers education initiatives which provide students and families with careers and general higher education advice to inform decision making around post-school destinations.

2. ROLE ACCOUNTABILITY

The Careers Advisor is responsible directly to the Deputy Principal Teaching and Learning.

3. ROLE RESPONSIBILITIES

3.1 Ethos and values

- 3.1.1 Supports and espouses the values of the Catholic Church in the teaching and learning environment.
- 3.1.2 Provides Christian example and model by word and action.
- 3.1.3 Participates generously in all aspects of Ignatian formation provided by the College for staff in various stages of their service.
- 3.1.4 Takes an active involvement in the general life of the school and supports it formally and informally within and beyond the school.

3.2 Curriculum and programs

- 3.2.1 Ensure that documentation is maintained for the purpose of compliance with regulatory bodies.
- 3.2.2 Develop Career Education initiatives which meet the diverse range of student needs.
- 3.2.3 Arrange Career Education activities which complement curriculum and co-curriculum programs.
- 3.2.4 Contribute to Academic Seminars coordinated by the Deputy Principal Teaching and Learning.

3.3 Careers information

- 3.3.1 Provide career and tertiary study information as well as general advice to each Year 12 student.

- 3.3.2 Provide more general career and tertiary study information to students of Years 9 to 11, as required and particularly as they pertain to subject selections.
- 3.3.3 Promote the sharing of careers information for senior students.
- 3.3.4 Arrange interviews with parents as requested and keeping records of interviews.
- 3.3.5 Conduct information evenings and webinars for students and parents to raise awareness of opportunities for SBATS, cadetships and apprenticeships.

3.4 Further education and training

- 3.4.1 Distribute information from UAC and tertiary institutions to students of Years 10, 11 and 12 as appropriate.
- 3.4.2 Provide additional information regarding tertiary admission requirements, courses, applications and procedures to Year 12 students.
- 3.4.3 Attend Pastoral and Academic sessions for senior students, as appropriate.
- 3.4.4 Provide information relevant to students for subject selections.
- 3.4.5 Liaise with the Deputy Principal Teaching and Learning, Heads of House, Heads of Division and Heads of House.

3.5 College Careers Expo

- 3.5.1 Coordinate and manage the annual College Careers Expo
- 3.5.2 Liaise with exhibitors, circulate invitations to students, families and relevant institutions.
- 3.5.3 Evaluate and ensure relevance of provisions.

3.6 Career education budget and resources

- 3.6.1 Ensure purchases comply with budget and purchasing requirements, including delegations.
- 3.6.2 Identify future resourcing needs for Career Education and ensure that resources are available, current and meet the needs of students.
- 3.6.3 Arrange the purchase of Career Education resources.

3.7 Links with tertiary institutions, community organisation and business

- 3.7.1 Maintain contact with tertiary student advisors for updated and relevant information.
- 3.7.2 Maintain contact with the Ex-Students' Association and develop links to enhance options of current students.
- 3.7.3 Identify other employers and Community and Service organisations relevant to Careers Education programs and arrange collaboration in Career Education programs.

3.8 Professional development opportunities

- 3.8.1 Attend Careers Advisors' Seminars and Conferences.
- 3.8.2 Attend tertiary Open Days and information sessions.
- 3.8.3 Attend in-services on vocational and post compulsory education.
- 3.8.4 Network with other Careers Advisors.
- 3.8.5 Maintain currency with ICT applications which enhance Career Education.

4. WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- 4.1 Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- 4.2 Participating in WHS training and education as appropriate.
- 4.3 Engaging with College policies and procedures around WHS

5. SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- 5.1 Participate in Child Protection training and education as appropriate
- 5.2 Provide a welcoming and safe environment for children and young people
- 5.3 Promote the safety and wellbeing of children and young people to whom we provide services
- 5.4 Ensure that your interactions with children and young people are positive and safe
- 5.5 Provide adequate care and supervision of children and young people in your charge
- 5.6 Act as a positive role model for children and young people

- 5.7 Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- 5.8 Maintain valid 'working with children' documentation
- 5.9 Undergo periodic 'national criminal history record' checks
- 5.10 Report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.

6. PROFESSIONAL REVIEW CONDITIONS

The successful candidate will be required to undergo an annual professional review with the Deputy Principal Teaching and Learning.

7. TERMS OF EMPLOYMENT

The Career Advisor will receive a salary in accordance with salary arrangements for teaching staff at the College set out in the *Independent Schools NSW Standards Model (Teachers) Multi-Enterprise Agreement 2021*.