

1. POSITION IDENTIFICATION

POSITION TITLE	Careers Counsellor
REPORTS TO:	Deputy Principal Teaching and Learning
AWARD:	WA Catholic School Teachers Enterprise Agreement 2023 (EA)
CONDITIONS	<ul style="list-style-type: none"> • Base Teacher Salary • Level 4, Category 2 Promotional Position Allowance This is a 1.0FTE with a 0.2 – 0.4 teaching load.

2. THE ROLE

The Careers Counsellor is accountable to the Principal through the Deputy Principal Teaching and Learning for the management and development of careers education.

The purpose of the position is in keeping with the Principal's vision for preparing students to make well-informed decisions about future learning, careers and life opportunities as well as to provide information and programmes.

The Careers Counsellor is expected to model and support the vision and goals of Mazenod College and to participate in his/her ongoing professional development and learning.

3. SPECIFIC DUTIES

- Membership of the Academic Leadership Team and attend all meetings as required
- Coordinate and manage the Careers programmes in Year 11 and 12 in cooperation with relevant Heads of Year and appointed staff
- Develop and manage a Year 10 MyPath program which runs one period in the ten day cycle
- To drive the development, promotion and implementation of student e-portfolios and personal resumes.
- Coordinate the Career guest speaker program
- Oversee the delivery of the of the Curtin UniReady Program
- Organise the "MyPath Week" in collaboration with the Careers Team during the subject selection programme for Year 10 students.
- Organise displays at the Year 10, 11 & 12 Parent information evenings
- Maintain the Career Resource Centre
- Produce a careers newsletter twice per term
- Promote careers events and opportunities via the College Newsletter and SEQTA Portal on a regular basis
- Collaborate with the Careers Team to foster development in the area

NOTE:

**Direct all VET and Workplace Learning matters to the VET Coordinator

**Direct all subject/academic matters and post-schooling pathway matters to the Deputy Principal Teaching and Learning.

**This description is presented as a framework to show the main responsibilities of this role. This may change within the scope of the role at the discretion of the Principal. Employees may be required to undertake other reasonable duties as directed.

4. SELECTION CRITERIA

The Careers Counsellor shall:

- be committed to the ethos of the College as a Catholic school under the care of the Oblates of Mary Immaculate;
- have high level of interpersonal skill evidenced by a proven:
 - ability to organise effectively and efficiently
 - ability to accept responsibility
 - ability to facilitate cooperation; and
 - capacity for initiative
- have a working knowledge of careers education relevant to all students;
- know the requirements for Western Australian Certificate of Education achievement;
- know the requirements for tertiary entry through the Tertiary Institute and Services Centre;
- be a member of the Careers Industry Council of Australia, or working towards membership;
- have a current TRBWA registration number;
- have a current Working with Children Card