



Loyola College

Position Description

Career Education Coordinator

The Career Education Coordinator is responsible to the Deputy Principal Staff. The Career Education Coordinator is a member of the Student Services Team of the College.

The role of the Career Education Coordinator is to contribute to the career education and decision making of students by:

- Providing a Careers Library of up-to-date and relevant information on careers and post-secondary education and training options, including electronic sources
- Assisting students with subject choices, and tertiary course choices application procedures and to provide information to parents
- Running and organising subject selection and the transition process across all year levels
- Managing the Work Experience program and ensuring that legislated guidelines are met
- Contributing to Careers Education programs in the middle school and the Year 10 subject selection process, and relevant areas in VCE/VCAL/VET
- Keeping school staff and administration abreast of developments in post-secondary training and education and employment trends and contribute to cross-curriculum programs
- Producing various careers publications/kits for middle and senior students e.g. providing students leaving school with relevant contacts and support materials for future career choices and procedures
- Support the Deputy Principal Teaching & Learning in the planning of transition from Year 10 to 11, 11 to 12 and 12 to tertiary/employment.

Publications

The Career Education Coordinator should inform the school community on a regular basis of careers activities such as TIS days, Open Days, industry days, apprenticeship vacancies etc. via the school newsletter and other publicity opportunities such as handouts to mentor groups as well as keeping the careers website up to date.

Guest Speakers

The Career Education Coordinator should instigate a series of speakers including ex-students, representatives from industry, tertiary education and other relevant personnel.

Events/Activities

The Career Education Coordinator is responsible for:

- Assisting other Teachers in conducting industry/tertiary visits where appropriate
- Conducting or assisting at information nights for students and parents on topics such as VCE/VCAL/VET, including subject selection, tertiary prerequisites, how to access resources
- Contributing to local/regional school-based careers nights or seminars
- Encouraging students to participate in 'taster days' and other such programs offered by industry organisations and tertiary institutions.

Career Education Coordinator

The Career Education Coordinator is responsible for providing a program with opportunities to:

- Advise Year 12 students with VTAC choices and other post-secondary options, and liaise with the Student Programs Coordinators, the Deputy Principal Teaching & Learning and other members of staff associated with this process
- Advise in groups or individually for VCE/VCAL/VET subject selection, and conduct training Year 9 and Leadership staff associated with this process
- Advise individually or in groups for specialist areas of study such as languages, in regard to career potential/outcomes
- Advise parents of options available to students e.g. scholarships, study abroad, local jobs pathways programs, Gap Year etc.
- Monitor student destinations in Years 10-12.
- Job Search/School leaving skills/Apprenticeships/Employment

The Career Education Coordinator is responsible for conducting an annual program of activities to:

- Assist students leaving school with job search and application skills
- Assist students to find employment, apprenticeships and traineeships
- Inform the school community about labour market developments and how that impacts on student career and job options
- Keep abreast of changes to the Career Education sector.

Budget Management

The Careers Education Coordinator manages an annual budget, maintains appropriate records and keeps the Careers Library up-to-date with relevant purchases of materials.

Collaboration

The Career Education Coordinator:

- works as a team member of the Student Services area of the College
- will work with the VCAL/VET Coordinator to support students in these programs
- is a member of DOCAL and attends DOCAL meetings
- is a member of the Head of Learning Team.

Training/Annual Professional Development

Ideally, the position will be held by a person with relevant careers or teaching qualifications e.g. postgraduate careers studies. Other relevant skills/experience include:

- Events management
- Communication/marketing skills
- Industry experience
- Knowledge of University and TAFE systems, application and selection
- Procedures
- Participation in regional Careers Teacher Network
- Membership of relevant organisations such as the CEAV.

The position requires attendance at a range of off-campus meetings and briefings throughout the year, to maintain an appropriate professional knowledge base. In addition, the Career Education Coordinator will be available for a number of days at the end of the academic year to assist Year 12 students after results have been issued. In addition, the Career Education Coordinator will also be available in mid-January to advise on tertiary pathway placements.

This is a full time position.

Time Allocation

Teaching position = 40 periods per cycle.

Non-Teaching position = ES Level 4 (Category B)

Salary, conditions and benefits:

- The conditions of the Victorian Catholic Education Multi Enterprise Agreement 2013 apply to this position
- Salary range is ES Level 4 plus POL 2
- Salary will be decided based on experience and qualifications. Superannuation and Leave Loading will be paid as per current Government legislation.
- *Category B* – All school holidays with the exception of 'Recall' days (refer to Clause 25.9)
- Discount of approx. 15% off tuition fees (pro-rata for part-time) applies to staff with children attending the College, and is granted at the discretion of the Principal.
- Probation period of six months applies
- Salary sacrifice options (such as Superannuation) as approved by the Principal

Child Safety

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.