



**St Leonard's College**

An education for life.

# Position of Responsibility

## Position Description

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<b>Position Title:</b>	Head of Careers
<b>Dated:</b>	January 2021
<b>Reports To:</b>	Director of Pastoral Care
<b>Prepared by:</b>	Head of Human Resources

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### Position Purpose

The Head of Careers makes a significant contribution to the educational journey of students from years 8 to 12, providing career development and connecting to future pathways. This critical role offers inspiration and motivation to young people and assists the College community in understanding the possibilities for careers, as well the values, skills and attributes needed by our citizens of the future.

The Head of Careers is a strong relationship builder with students, families and colleagues. They are able to work independently and collaboratively, contributing to a range of professional teams. The Head of Careers holds expert knowledge and builds the capacity of others to support and guide the career aspirations of students. The Head of Careers is a strong communicator and is creative in seeking opportunities to share information with the College community and to promote understanding of the changing world of careers.

### Essential key aspects of the role

- Assists students in their decision making and applications for post-secondary settings.
- Promotes a range of tertiary opportunities, including state, national and international possibilities, including scholarships.
- Oversees a program which engages students in years 8 and 9 in future pathways discussions.
- Develops and implements a framework for year 10 students to understand their options for senior secondary schooling and to empower them to make appropriate course and subject choices.
- Engages the College community in careers discussions and education.

### Position Status

This is a permanent part time non-teaching position, equivalent Full Time Equivalent across the year is 0.77, made up of the following:

1. Working in staff term time equating to four full days per week and one half day (Wednesday) per week.
2. Access to College deemed term breaks, which is inclusive of annual leave, with a requirement to work the equivalent of 9 days in the following two breaks
  - Term 3-4, when SEAS applications are being considered and
  - Dec-Jan when results and preferences are occurring.

## Working Relationships

- Report to Director of Pastoral Care
- Maintain a strong working relationship with Heads of Schools, IB and VCE Coordinators, Heads of Year and Counsellors.

## Qualifications and Skills

- Appropriate level of experience in Careers education
- Post graduate qualifications in Career Development
- Knowledge of VCE and IB as well as VET and alternative programs is desirable
- Current knowledge of local, national and international tertiary courses, pre-requisite entrance requirements and scholarships

## General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health Safety and Wellbeing
  - will not tolerate harassment of any kind
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## Child Safe Responsibilities

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.