



Secondary Careers Coordinator

Location	Secondary Campus
Accountability	Principal
Reporting to	Head of Secondary
Time Allowance	0.3 FTE
Tenure	Ongoing

PURPOSE OF THE POSITION

The position of Secondary Careers Coordinator is an important role within the College and holds responsibility for providing support and guidance to our secondary students regarding career paths and choices. This varied position requires you to be self motivated, flexible in your approach and an excellent communicator with students, parents, staff and the wider community. You will need to have a strong interest in this area, as well as a passion for assisting others, enabling you to work effectively towards the vision for this area.

CORE RESPONSIBILITIES

- Provide career guidance on an individual or group basis, on career paths and choices.
- Assist and guide students in relating their own personality, abilities, interests, aptitudes, and progress to their subject choices and career decisions.
- Set up and maintain a current source of careers information for staff, students and parents.
- Disseminate appropriate occupational information via Newsletter and other communication media.
- Either organising the Careers Expo on a biennial basis, or arranging for students to attend such an event.
- Organise and administer Year 10 Careers Information Sessions and supporting booklet during Transition.
- Attend appropriate in-service and professional development.
- Conduct interviews with all Year 10, 11 and 12 students regarding selection and career options.
- Be available for interviews with parents and students regarding career direction.
- Attend relevant career information days for Careers Teachers at Universities, Tafes and other relevant educational institutions.
- Attend CEWA Careers and VET Team meetings and professional development.
- Keep up to date with all relevant careers websites and manage subscriptions.
- Work in conjunction with the VET Coordinator for placement of students in upper school.
- Provide advice to students regarding work experience options.
- Arranging work experience for Year 10 students.
- Teaching careers education in Years 9 and 12.

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St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Secondary Careers Coordinator

Additional Role Components:

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the workplace.
- Attend staff meetings, and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure understanding and compliance of the College OHS policy
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

- You are responsible for ensuring you act within the framework of the College's Code of Conduct.

Special Conditions:

- Some flexibility of hours may be required to facilitate effective input and involvement in the full scope of this position. This is likely to require the incumbent to attend a range of meetings and particular College events etc.