



Careers Advisor Position Description

POSITION:	Careers Advisor
DEPARTMENT:	Senior Schooling
RESPONSIBLE TO:	Director of Senior Schooling
REPORTS TO:	The Principal

The major role of the position of Careers Advisor is to provide Careers investigation and counselling for Years 8 -12.

This **part-time role of 3 days per week** involves regular contact with the student body, staff and parents. This contact requires the ability to communicate details about Careers and the College's activities, routines, policies and procedures to ensure a sound public image of the College is promoted and maintained.

A person in this position works under general supervision and broad guidance depending on the function.

Competency in this role requires self-directed application of knowledge with substantial depth in some areas. A high level of skill in digital communication is required. Good judgement, discretion and a sound decision making ability regarding careers advice is inherent in this position.

AREAS OF RESPONSIBILITY:

Strategic

Career investigation and counselling for Years 8 – 12

Management

- Career Events and Senior Schooling communication
- Assist with procedures for subject selection and subject changes
- Years 8 into 9 and 10 into 11 Subject Selection
- Facilitate Careers Conference
- Preparation of Year 12 students for the Tertiary Admissions process
- Special Provision eligibility for Years 8 -12 students

Human Relations Issues

Interview students in relation to career pathways/options/Special Provision

Parents / Community

- Participation in parent evenings to explain Subject Selection, Tertiary Admissions procedures and Senior Schooling issues
- Advice to students and parents re Subject Selection for Years 9 – 12

Other

Member of the Senior Schooling team.

Liaison

- Liaise with QTAC, Tertiary organisations, QCAA and other bodies as necessary
- Liaise with students, staff and parents to provide Careers investigation and counselling.



CONDITIONS OF EMPLOYMENT

This position is subject to the provisions of the Sheldon College Certified Agreement 2018. It is expected that the successful applicant will commence duties as soon as possible.

Salary	Commensurate with experience. Paid as per Academic (Teacher Qualified) Certified Agreement
Superannuation -	Statutory Superannuation of 9.5% will apply
Sick Leave -	10 days per year
Annual Leave -	4 weeks per year + 17.5% loading
Long Service Leave -	1.3 weeks per completed year of service. Available after 7 completed years from commencement date.
Corporate Uniform -	All employees are required to wear Corporate Uniform which is available from the Sheldon College Uniform Shop at your own expense.
Performance Review -	A performance review will be conducted annually