

Position Description

POSITION TITLE:	Careers and Guidance Counsellor
REPORTS TO:	Deputy Principal
MAIN OBJECTIVE:	<p>Provide systems, programs, strategies and services related to career development in accord with the Professional Standards for Australian Career Development Practitioners and the College's Mission and Goals and personal counselling. This includes:</p> <ol style="list-style-type: none"> 1. Development and implementation of effective career education programs. 2. Provision of career counselling services. 3. Maintenance of relevant, current and accessible career resources and information. 4. Provision of personal counselling services.
DUTIES AND RESPONSIBILITIES:	<p>The duties and responsibilities of this role are as follows:</p> <ol style="list-style-type: none"> 1. Development and implementation of effective career education programs. <ol style="list-style-type: none"> 1.1. Develop and implement learning opportunities that facilitate the development of career competencies that individual students need to make empowering life, learning and work choices. 1.2. Support students to proactively design and manage their preferred learning and vocational futures. 1.3. Liaise to manage and administer external group testing programs to identify individual student abilities, attributes and career development needs. 1.4. Assist curriculum leaders in academic tracking of students. 2. Provision of career and guidance counselling services. <ol style="list-style-type: none"> 2.1. Conduct career counselling services, with a focus on senior school students, in accordance with the Code of Ethics contained in the Professional Standards for Australian Career Development Practitioners. 2.2. In collaboration with the Principal, Deputy Principal, Pastor and Key Pastoral Care Teachers identify and assist students in a pastoral counselling role. 2.3. Preserve confidentiality of the counsellor-client relationship within the framework of legal, ethical and child safety considerations. 2.4. Assist students, families and school personnel to resolve issues which adversely affect academic functioning and career decision making, including interpretation of assessment outcomes and subsequent change of subjects or learning pathway. 2.5. Follow procedures for efficient and professional referral to appropriate college personnel and also community members or external agencies. 2.6. Maintain appropriate records and documentation and on the database.

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	<p>2.7. Counsel and support students with regard tertiary courses and application procedures within Australia and internationally, including scholarship applications.</p> <p>3. Maintenance of relevant, current and accessible career resources and information.</p> <p>3.1. Maintain networks and relationships between employers, tertiary institutions and the St Peters community to ensure students are fully informed about their future choices and career goals.</p> <p>3.2. Disseminate to appropriate year level groups and teachers, up to date and accurate information on careers, pathways, tertiary and training options.</p> <p>3.3. Promote careers activities and information via Firefly, career displays or other mechanisms.</p> <p>3.4. Provide information regarding QTAC and other tertiary entrance procedures including advice regarding extra requirements e.g. folio preparation, UMAT testing, interview preparation.</p> <p>3.5. Consider options for presenting information sessions for students/parents e.g. career evenings, guest speakers, assemblies, and lunch or breakfast sessions.</p> <p>3.6. Help students organise and gain information regarding work experience, work placements and external vocational learning programs for students.</p> <p>4. Other</p> <p>4.1. Attend and contribute to staff meetings.</p> <p>4.2. Monitor, maintain and enhance professional competencies by participating in continuing professional development in order to remain current with innovations and trends in the contexts, processes and content of career development.</p> <p>4.3. Provide professional development for teachers.</p> <p>4.4. Represent the college when requested.</p> <p>4.5. Other duties as requested by the Principal and Deputy Principal.</p>
COMMITTEE MEMBERSHIP:	As directed/agreed by the Deputy Principal.
WORKPLACE HEALTH & SAFETY:	<p>The College is bound by the provisions of the Work Health and Safety Act 2011 (the Act) which provides the legislative framework for workplace safety in Queensland. The Act protects employees, other persons at work, and members of the public who enter a workplace. It also creates significant responsibilities for individuals, notably Heads, managers and employees. Achievement of the College's WH&S objectives depends on the cooperative efforts of everyone concerned.</p> <p>The employees of the College (including Contractors) are required to:</p> <ul style="list-style-type: none"> • Take care to protect their own health and safety, and that of their fellow workers. • Comply with statutory requirements, College policies and procedures and all lawful instructions of managerial and supervisory staff.

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	<ul style="list-style-type: none"> • Wear and/or use all necessary protective clothing and equipment issued in order to protect the health and safety of themselves and fellow workers. • Under no circumstances operate vehicles, plant or equipment while under the influence of alcohol, drugs or any other dangerous substance • Set a personal example. <p>Non-conformance with policies, procedures and lawful instructions will be dealt with in accordance with the College's Performance & Disciplinary procedures.</p>
KNOWLEDGE, SKILLS AND ABILITIES:	<ol style="list-style-type: none"> 1. Current and wide ranging knowledge of information, processes and systems, programs, strategies and services related to career development in accord with the Professional Standards for Australian Career Development Practitioners. 2. Working knowledge of QSA and VET eligibility requirements. 3. Understanding of and willingness to support the Lutheran ethos of the College. 4. Passion for supporting students in their navigation of Mental Wellness and being an advocate for their pastoral journey. 5. Skills in establishing working relationships with staff, students, parents and outside organisations. 6. Appropriate and professional communication skills; verbal, listening and written. 7. Ability to manage resources efficiently and effectively.
SELECTION CRITERIA:	<p><i>The following criteria will be used by the selection panel when short-listing candidates. Applicants should address the main points in their written applications.</i></p> <ol style="list-style-type: none"> 1. Evidence of current teacher registration, qualifications in Career and Guidance Counselling and professional membership of an affiliated organisation. 2. Capable of developing and delivering career programs catering for diversity. 3. Working knowledge of QSA and VET eligibility requirements. 4. Capable of providing effective career counselling for students and families. 5. Capable of providing personal counselling for students and families.

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	<ul style="list-style-type: none"> 6. Demonstrated skills in establishing working relationships with staff, students, parents and outside organisations. 7. Appropriate and professional communication skills; verbal, listening and written. 8. Willingness to support the Lutheran ethos of the College.
CLASSIFICATION:	<p>ML Contract Term 4 2017 and Term 1 2018 minimum. May be extended.</p> <p>Days to be negotiated. .3 position</p> <p>Salary as per the Teachers Pay Scale Enterprise Agreement – Lutheran Schools</p>
LOCATION:	<p>St Peters Lutheran College 42 Wellness Way Springfield Central 4300</p>

Applicants are expected to support the Christian ethos of this Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.

Reviewed: 4/8/2017