



## Role Description

|                     |  |                         |  |
|---------------------|--|-------------------------|--|
| <b>Title:</b>       | <b>Career Development Practitioner</b> | <b>School location:</b> | Roma                                       |
| <b>Reports to:</b>  | Principal                              | <b>Classification:</b>  | Career Counsellor/Career Advisor (Teacher) |
| <b>School name:</b> | St John's School                       | <b>Tenure:</b>          | Fixed term, Part time                      |

### 1.0 Purpose

The Career Development Practitioner works collaboratively with school communities to promote and foster the achievement, participation, career development, and employability of all students. This role provides a Career Development Program that enables students to make informed choices to navigate their current and future careers.

Key focuses include

- building students' skills and capabilities for the future, through a planned program of learning, to prepare them for their life after school
- strengthening collaboration between schools, employers and local communities to improve student engagement with work environments, and support successful transition to further education, training and work
- developing students' career management and navigation skills that are needed to make informed career decisions throughout their working life.

### 2.0 Experience and qualifications

#### Essential

- hold, or be eligible to hold, registration as a teacher in Queensland
- hold, as a minimum, a graduate certificate or equivalent, and appropriate and recognised qualification in the field of career development (as outlined in the Professional Standards for Career Development Practitioners)
- demonstrated experience working in a similar role
- effective relationship building and influencing skills
- advanced interpersonal and communication skills
- proven and effective leadership skills
- empathy with the values and ethos of the Catholic faith

#### Desirable

- a minimum of 5 years' experience in a similar role

### 3.0 Key result areas

- 3.1 contribute to and promote the development, alignment, attainment and review of strategic goals for the school and the Diocese of Toowoomba Catholic Schools (TCS)
- 3.2 lead and coordinate a comprehensive career development program
- 3.3 manage a career information and communication strategy
- 3.4 facilitate the delivery of a whole-school career education program

- 3.5 manage and provide individual career development support and services
- 3.6 coordinate and manage experiential opportunities to enhance student decision making and skill development
- 3.7 liaise and collaborate with key stakeholders across TCS and external agencies to ensure career development services are delivered strategically
- 3.8 maintain standards of practice that are consistent with registration boards and membership of professional associations
- 3.9 collaborate and communicate with staff members of the school, other schools and directorates within TCS to ensure that high professional standards are met
- 3.10 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

#### 4.0 Statement of responsibility

- 4.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.
- 4.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.
- 4.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.
- 4.4 While at work the role holder must
  - take reasonable care for his or her own health and safety
  - take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
  - comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
  - cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

## 5.0 Authority limits

Full authority is delegated from the Principal to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the Principal.

## 6.0 Reporting and other relationships

The Career Development Practitioner is responsible to the Executive Director: Catholic Schools through the Principal or nominated delegate. Significant relationships also exist with other members of the school leadership team, teachers, support staff and members of the Toowoomba Catholic Schools Office

## 7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

## Duties statement

### Career Development Practitioner

**Please note:** this statement links to the key result areas in the Role Description

#### **3.1 contribute to and promote the development, alignment, attainment, and review of strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)**

- 3.1.1 contribute to planning and meetings that support students, school and diocesan initiatives, as appropriate
- 3.1.2 participate fully in annual goal setting, monitoring and review of performance in accordance with the Principal
- 3.1.3 attend professional development and network days as appropriate
- 3.1.4 progress school and diocesan priorities as appropriate to the position
- 3.1.5 document and report on the progress of Career Development initiatives, as required

#### **3.2 lead and coordinate a comprehensive Career Development Program**

- 3.2.1 contribute to school strategic planning, key documents, school processes and programs as related to career and employability development
- 3.2.2 facilitate a broad range of strategies, including specific programs, services, products and resources, processes and procedures, events and activities, interventions or projects to meet the needs of students and the school community
- 3.2.3 assume responsibility for all areas of the Career Development Program including career information, education, experience, and individual support and assistance processes
- 3.2.4 supervise and support the Career Support Officer in executing their duties
- 3.2.5 coordinate and support staff involved in the delivery of career development and employability strategies
- 3.2.6 employ collaborative, consultative approaches with school communities and key staff to develop relevant policies, programs and structures, and ensure alignment of the Career Development Program with school programs and processes

#### **3.3 manage a career information and communication strategy**

- 3.3.1 develop and implement a multi-modal communication strategy to ensure members of the school community are provided with access to comprehensive, accurate and timely career information
- 3.3.2 manage and maintain a physical and/or digital career centre/library with up to date and accurate information on career options, tertiary and training options
- 3.3.3 design and evaluate career resources aligned to student needs and school priorities, based on appropriate career frameworks and theory
- 3.3.4 provide accurate labour market information that is reliable, credible, and free of bias to support student career development and planning
- 3.3.5 promote relevant external career information events, open days, and initiatives aligned to career and employability development
- 3.3.6 provide information regarding tertiary entrance procedures; including timely advice regarding extra requirements such as folio requirements, auditions, interview preparation, UCAT testing, scholarships etc

### **3.4 facilitate the delivery of a whole-school career education program**

- 3.4.1 collaborate with relevant members of the school leadership team to develop a model of career education delivery aligned with the whole-school curriculum plan, priorities, and available resources
- 3.4.2 design, develop, and implement a Year 7-12 Career Education Program that facilitates students' development of the career competencies required to make empowering career decisions and successful transition into work, training and/or further education
- 3.4.3 align unit planning with relevant curriculum and competency development frameworks, and school curriculum and unit planning requirements
- 3.4.4 deliver career development programs (units) aligned with school processes and expectations relating to pedagogy, student learning and curriculum development
- 3.4.5 work with Curriculum Coordinators to contribute to curriculum development across key learning areas that further enhance student career learning opportunities and the acquisition of 21st century employability skills; including supporting teacher resource and professional development, where appropriate
- 3.4.6 contribute to the professional learning of school staff
- 3.4.7 collaborate with key staff and stakeholders to deliver opportunities for parent education and information

### **3.5 manage and provide individual career development support and services**

- 3.5.1 provide individual and small group career guidance services; including career information, education, advice, assessment, and counselling services with a focus on senior school students, in accordance with the Professional Standards for Career Development Practitioners
- 3.5.2 liaise with relevant staff to track student academic progress aligned with Personalised Pathway Plans, and participate in coordinated actions to support identified students
- 3.5.3 assist students, families, and school personnel to resolve issues which adversely affect academic functioning and career decision making; including the interpretation and impact of assessment outcomes and subsequent change of subjects or learning pathway
- 3.5.4 provide early intervention support activities which address the emerging needs of at-risk students in collaboration with the Student Support Team
- 3.5.5 manage processes to meet individual student needs, and respond to referrals

### **3.6 coordinate and manage experiential opportunities to enhance student decision making and skill development**

- 3.6.1 coordinate the management and implementation of the Work Experience Program in close collaboration with the Career Support Officer
- 3.6.2 support and monitor students undertaking flexible pathway options to ensure these options align with Personalised Pathway Plans and their academic program
- 3.6.3 promote events such as open days, trade days, careers expos and industry events within the school community
- 3.6.4 organise and coordinate student attendance at relevant career related events
- 3.6.5 coordinate career information and experiential activities that bring industry representatives, employers and education and training providers into the school
- 3.6.6 assist students to identify ways in which external structured and unstructured learning opportunities, work, extra-curricular, community service and volunteer programs can develop career competencies and 21<sup>st</sup> century employability skills

**3.7 liaise and collaborate with key stakeholders across TCS and external agencies to ensure career development services are delivered strategically**

- 3.7.1 establish and maintain effective relationships and networks with key stakeholders across TCS and external agencies (including training and education providers, industry representatives and employers)
- 3.7.2 work closely with relevant school teams to implement career development initiatives that support curricular and co-curricular programs
- 3.7.3 work collaboratively with TCS Career Development Practitioners and TCSO staff to develop system programs, resources and supports
- 3.7.4 identify and source relevant organisations, resources, and services that address the unique needs of students, and make appropriate referrals

**3.8 maintain standards of practice that are consistent with registration boards and membership of professional associations**

- 3.8.1 maintain registration with the Queensland College of Teachers (QCT)
- 3.8.2 qualify for professional membership of the Career Industry Council of Australia (CICA) or an appropriate CICA member association such as Australian Centre for Career Education (ACCE/CEAV), Career Development Association of Australia Inc (CDAA), Queensland Association of Student Advisors Inc (QASA) or Queensland Guidance and Counselling Association (QGCA)
- 3.8.3 monitor, maintain, and enhance professional competencies by participating in continuing professional learning in order to remain current with trends, processes, and content of career development; this may include attending conferences, industry or institution information sessions, webinars or other professional learning activities
- 3.8.4 participate in regular professional supervision and mentoring activities
- 3.8.5 recognise that the counselling/advising relationship operates within the parameters of confidentiality and a professional Code of Ethics as well as the Diocese of Toowoomba Catholic Schools Code of Conduct
- 3.8.6 maintain accurate, mandatory, up to date records of confidential, personal, and sensitive student information that comply with policy and legal requirements
- 3.8.7 ensure confidentiality and informed consent, whilst balancing the need to inform others

**3.9 collaborate and communicate with staff members of the school, other schools and directorates within TCS to ensure that high professional standards are met**

- 3.9.1 maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- 3.9.2 understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service to TCS
- 3.9.3 establish and maintain effective communication networks with stakeholders
- 3.9.4 work collaboratively with stakeholders

**3.10 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations**

- 3.10.1 duties may include the completion of project work that presents itself during the course of the operational and strategic review of the actions associated with the Career Development Strategy, TCS Strategic Plan or other school requirements