

Position Profile

Title of Position: Careers Counsellor

Type of Appointment: 0.8 or negotiated full time with other teaching area

1. Conditions

Established in 2001 in a picturesque setting in Caloundra on the Sunshine Coast, Pacific Lutheran College is a leading K-12 learning community that is innovative, dynamic and progressive. Firmly underpinned by the values and traditions of excellence of Lutheran Education in Australia, students have achieved outstanding success in the academic, sporting and cultural dimensions of their lives. Enrichment programs in all three areas have enabled students to explore their potential.

Pacific has established a strong academic culture, which promotes thinking, deep understandings and creativity based on the Harvard Teaching for Understanding framework.

When combined with unique experiences provided through the College's excellent outdoor education, pastoral care and personal development programs, the opportunities provided through academic, sporting and cultural learning, support an enriching whole of life education. Active involvement in local and international community service projects broaden young people's world view and sense of efficacy.

Our staff take advantage of flexibility in physical and virtual spaces to support an increasingly personalised approach to learning for our young people. Pacific has a seamless curriculum across Kindergarten to Year 12 with teams of teachers working across the four subgroups of the College. Staff are expected to learn collaboratively to contribute to a whole school approach as they lead learning in the Foundation College (Kindergarten-Year 2), Junior College (Years 3-5), Middle College (Years 6-9) and Senior College (Years 10-12).

Salary and related conditions are as per the Teachers (Non-Government Schools) Award in conjunction with the current Lutheran Schools Enterprise Agreement.

2. Role Description

The College has a well-developed and highly regarded career education, support and readiness process. The Careers Counsellor supports Year 9 -12 students in preparation for, selection of and transitioning to career pathways beyond school. They work closely with the Director of Teaching and Learning P-12, the Head of Senior School students and the Head of Vocational Education and Training. The Career Counsellor is directly answerable to the Director of Teaching and Learning P-12.

The Careers Counsellor is responsible for the following:

2.1 Strengthening Lutheran Identity

As a leader within a Christian school, the Careers Counsellor is expected to:

- 2.1.1 Support and contribute to the growth of a strong Christian faith community through personal example and professional leadership. This includes participation in chapels, staff devotions and retreats.
- 2.1.2 Support the Lutheran ethos of the College.

2.2 Enhancing Excellence in Teaching and Learning

As a leader of senior students the Careers Counsellor is expected to work with the Director of Teaching and Learning P-12, Head of Learning Enrichment, Head of Senior Students, Director of Students, Pastoral Team Leaders, the College Counsellor and classroom teachers to:

- 2.2.1 Place student learning at the centre of planning to ensure that there is a diverse and flexible approach to career education that aims to optimise student learning for the full range of learners.
- 2.2.2 Provide advice to students, staff and parents in relation to careers, subject selection, tertiary entrance and alternative pathways including traineeships and assist students to develop and maintain their SET plans.
- 2.2.3 Use formal and informal data to monitor senior school student progress towards their achievement of a QCE and post school destinations.
- 2.2.4 Enhance the student ownership and direction of their career learning, ensuring that there is student voice in the direction, review and enhancement of student learning outcomes.
- 2.2.5 Create, select and use a wide range of resources, including ICT, to engage students in their learning about careers.
- 2.2.6 Coordinate career-related activities including the establishment, supervision and support of students undertaking flexible approaches to learning such as Head Start programs.
- 2.2.7 Oversee the smooth transition of students from school into post-school options, including monitoring QTAC/Tertiary applications and processes.

2.3 Engage In Ongoing Improvement and Innovation

As a member of the academic learning leadership team in the College, the Careers Counsellor is expected to:

- 2.3.1 Engage in ongoing learning and development and model engagement in ongoing growth in the academic, spiritual and wellbeing dimensions in line with the College's goals and priorities. Engage with current research associated with career development and education and support of students transitioning into the workplace or tertiary study.
- 2.3.2 Enhance an effective culture of professional learning in the area of career education that is in alignment with the College's teaching and learning framework and goals.
- 2.3.3 Ensure the vision and strategic plan for career education has a focus on the improvement of student learning outcomes and that its goals and intentions are aligned with whole school goals. Model and facilitate reflection and action to improve outcomes.
- 2.3.4 Initiate and engage in professional discussions with colleagues in a range of forums to evaluate and enhance professional knowledge and practice, and improve educational outcomes for students.
- 2.3.5 Liaise with outside agencies and industry connections to enhance career development opportunities and innovative career education programs for students.

2.4 Community Building

As a leader of staff and community connection the Careers Counsellor is expected to:

- 2.4.1 Develop and maintain positive partnerships and collaboration with Lutheran Education Queensland, QCAA, Independent Schools Queensland, Professional Career Associations, students, parents, carers and the wider community. This would include links and partnerships with other learning agencies, universities and professional education networks.

- 2.4.2 Promote and value the College and career education as a rich and effective learning experience, within the College and in the broader community.
- 2.4.3 Professionally enhance, encourage and support the Teaching and Learning leadership team, staff, students and parents to enhance student learning outcomes and wellbeing.
- 2.4.4 Demonstrate responsiveness in all communications with parents/carers about their children's learning, senior pathway or post-school transition needs.
- 2.4.5 Actively promote and support the broad range of co-curricular offerings of the College.

2.5 Leading Effective Organisation and Management

As a leader of career education, the Careers Counsellor is expected to:

- 2.5.1 Model effective leadership and be committed to their own ongoing professional development.
- 2.5.2 Have an awareness of personal health and wellbeing for themselves and their team.
- 2.5.3 Model and share with colleagues a flexible repertoire of strategies for career education to ensure all students are engaged in purposeful learning activities.
- 2.5.4 Ensure all students develop a SET plan that allows students to make informed and supported decisions about their post-school goals. Track student progress towards achievement of their goals and the QCE.
- 2.5.5 Develop and implement policies in collaboration with the Head of Learning Enrichment P-12 and the Director of Teaching and Learning.
- 2.5.6 Meet all legislative, QCAA and Lutheran Education requirements as they pertain to career guidance and education.
- 2.5.7 Conduct an annual careers education and post school destinations review and submit a written report to the Director of Teaching and Learning.
- 2.5.8 Ensure routines and procedures for careers guidance and education are established, documented and adhered to.
- 2.5.9 Establish and maintain career resources, including an annual stocktake.
- 2.5.10 Support the preparation of a Careers budget.
- 2.5.11 Respond to and address parental, staff and student concerns. Maintain confidentiality and professional discretion.
- 2.5.12 Engage with College events and presentations to present relevant and accessible careers information to parents and students.
- 2.5.13 Meet the workplace health and safety requirements of the position.

3. Selection Criteria

As a key leader, the successful candidate will need to demonstrate or have the demonstrated capacity to develop the capabilities described below.

- 3.1 Demonstrated skills which reflect the ability to support the Christian ethos of the College.
- 3.2 Demonstrated professional skills in the planning and provision of Career counselling and education, including an understanding of senior schooling processes in Queensland.
- 3.3 Demonstrated ability to build positive relationships using interpersonal skills and to communicate effectively with staff, parents, students and external organisations/key stakeholders through a variety of modes and contexts.

- 3.4 Demonstrated (or the ability to acquire) professional skills in the establishment of partnerships with universities, TAFE, training organisations, schools and employers to provide high levels of access to career-related programs.
- 3.5 High levels of organisational skills including the ability to oversee the maintenance of appropriate records and complete government accountability processes.
- 3.6 Demonstrated levels of confidence, flexibility, teamwork, organisation, innovation and persistence required to maintain a positive culture of career education and guidance. A passion for ongoing learning will be required.

Knowledge and Qualifications:

Possess, or be eligible to obtain, teacher registration with Queensland College of Teachers. Post-graduate career development and education qualifications would be well regarded.

Please feel free to contact the Principal in relation to any queries regarding your application.

Applicants should address the selection criteria and include a resume with two referees and forward their application to Dr Bronwyn Dolling, Principal, Pacific Lutheran College, PO Box 992 Caloundra 4551 or via email to admin@pacluth.qld.edu.au by Friday, October 26th.