



Careers Adviser

Position Overview

The Careers Adviser supports students to make informed, confident and realistic decisions about subject choices, further education, training, employment and life after secondary school. The role provides specialist careers education, individual guidance and transition support while contributing to a coordinated, whole-school approach to career learning.

The responsibilities in this position description are in addition to the requirements set out in the College's policies and may be amended from time to time by the Principal or the College.

Reports to: Director of Teaching and Learning

Key Responsibilities

Catholic Identity and Mission

- Promote and model the Catholic ethos and spiritual life of the College.
- Participate in and support College faith and social justice initiatives, liturgical celebrations, and community engagement.
- Ensure that all actions reflect the College motto *Fortiter et Suaviter* (Strength and Gentleness) balancing high expectations with compassion and respect.

Careers education and pathway planning

- Develop and coordinate a careers education program aligned with the school's strategic priorities and student needs.
- Provide age-appropriate learning activities relating to career exploration, subject selection, employability skills and post-school pathways.
- Support students to identify their strengths, interests, values and goals.
- Assist students to understand and compare university, TAFE, vocational education, apprenticeships, traineeships, employment and alternative pathway options.
- Contribute to subject-selection processes by helping students connect senior subjects with possible pathways.
- Deliver careers information through classes, workshops, assemblies, information evenings, online platforms and individual consultations.

Individual student guidance

- Provide confidential, student-centred careers counselling and impartial pathway advice.
- Conduct individual interviews, particularly with students making senior subject, post-school or transition decisions.
- Help students interpret entry requirements, selection processes, prerequisites, application dates and pathway options.

- Support students to prepare resumes, cover letters, job applications, personal statements and scholarship applications.
- Assist students with interview preparation, workplace expectations and job-search strategies.
- Refer students to appropriate wellbeing, disability, learning support or specialist services when careers-related needs overlap with other support areas.

Senior-school and transition support

- Coordinate practical transition support for students approaching the end of school.
- Manage and support students through the UAC application process, including the Educational Access Scheme (EAS) and Schools Recommendation Scheme (SRS).
- Liaise with TAFE providers, coordinate student applications and monitor student progress.
- Promote awareness of HSC, tertiary admission, VET, apprenticeship, traineeship and employment processes.
- Provide accurate information about applications, offers, enrolment, financial assistance and alternative entry pathways.
- Maintain and communicate current calendars, deadlines and opportunities.
- Work with relevant staff to identify students requiring additional transition planning or targeted support.
- Assist students to develop realistic contingency plans where their preferred pathway changes.

Partnerships and community engagement

- Establish and maintain cooperative relationships with tertiary providers, training organisations, employers, alumni, government services and community organisations.
- Coordinate career events, workplace exposure, information sessions, excursions, presentations and mentoring activities.
- Promote opportunities equitably across the student population.
- Engage parents and carers with clear, accessible information about pathways and how they can support students.
- Work with the Head of Diverse Learning and Case Managers to provide coordinated assistance for students.

Information management and professional practice

- Maintain current knowledge of education, training, employment and labour-market information relevant to NSW students.
- Monitor changes to tertiary admission, VET and employment pathways and communicate relevant updates.
- Maintain accurate and appropriate student records in accordance with school requirements and privacy obligations.
- Use student destination and participation data to evaluate service effectiveness and identify improvement opportunities.
- Apply inclusive, culturally responsive and strengths-based practices.

- Participate in relevant professional learning and networks, and maintain current careers-education knowledge.

Other Duties

- Any other duty as requested by the Principal or their delegate.

Child Safeguarding

- The School is committed to the safety, welfare and wellbeing of all children and young people. All staff are required to:
 - Understand and comply with the School's Child Safeguarding Policy and Code of Conduct.
 - Hold a current NSW Working with Children Check (WWCC) clearance.
 - Complete mandatory Child Protection training and Mandatory Reporting training annually.
 - Demonstrate appropriate professional boundaries and behaviours in all interactions with students.
 - Report any concerns about child safety immediately to the designated Child Protection Officer.
- The successful applicant will be subject to employment screening through the Office of the Children's Guardian.

Selection criteria

Essential

- Appropriate teaching qualifications and current teacher accreditation or eligibility for accreditation in NSW.
- Completed, or willingness to complete, an approved course of study in career education where required for the school context.
- Demonstrated experience providing careers education, counselling, mentoring or pathway guidance to secondary students.
- Sound knowledge of NSW senior secondary, tertiary, vocational training and employment pathways.
- Highly developed interpersonal, communication and presentation skills.
- Ability to build effective relationships with students, parents and external partners.
- Excellent organisation, record-keeping and deadline-management skills.
- Ability to provide impartial advice while respecting student choice and family circumstances.

Desirable

- Experience in a secondary school careers or transition role.
- Knowledge of HSC pathways, UAC, VET, apprenticeships, traineeships and local employment markets.
- Familiarity with career-development assessment and planning resources.
- Experience supporting Aboriginal and Torres Strait Islander students, students with disability, students from culturally and linguistically diverse backgrounds, and students at risk of disengagement.

- Experience coordinating employer, university, TAFE or community partnerships.
 - Membership of, or engagement with, relevant professional networks.
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I, {Enter Name} have read and agree to the requirements of this position description.

Signature of Employee

Date