



Guilford Young College

Pathways and Careers Counsellor

**Limited Tenure: Leave Replacement 2023
(1.0FTE)**

Application Package for Applicants

Applications Close:
Friday 18 November, 4pm

General Information

Catholic Education Tasmania (CET) is a community of thirty-eight schools and colleges serving over 16,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO).

The Archdiocese of Hobart covers the State of Tasmania. The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 38 Archdiocesan schools and three TCEO offices.

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and commitment to, the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1959, is the central administrative and co-ordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include:

- The Archbishop's Charter for Catholic Schools
- The Tasmania Catholic Education Single Enterprise Agreement 2018
- CECT Constitution
- CECT Policies
- School Policies

For further information click the following links to access the CET and school website:

catholic.tas.edu.au

Application for Employment

Position <i>Please select role/s</i>			
<input type="checkbox"/> Pathways and Careers Counsellor			
Family Name		Given Name(s)	
Postal Address			
Telephone:	Work <input type="checkbox"/>		Home <input type="checkbox"/>
	Mobile <input type="checkbox"/>		please tick preferred contact number
Email Address:			

Educational Qualification – Detail Highest Academic Qualification Awarded

Qualification			
Institution		Year Awarded	
Tasmanian Teacher Registration Number <i>(if applicable)</i>			
Catholic Education Accreditation Level Attained <i>(if applicable)</i>			
Working with Vulnerable People check			

Referees

Please provide the names of three referees who are able to comment on your recent work experience and skills.	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Name	
Postal Address	
Phone Number	
Email Address	
Signature	date



ROLE DESCRIPTION

Role title:	Pathways and Careers Counsellor
Classification:	Business Services Level 4
FTE:	1.0 FTE
College/College:	Guilford Young College
Is responsible to:	Directors of Curriculum, Directors of Organisation
Reports to:	Deputy Principal
Key relationships:	Principal, Leadership Team, staff, students, parents, CET staff, association Colleges, Heads of house, industry, tertiary and training institutions

ROLE ACCOUNTABILITY

The Pathways and Careers Counsellor, as part of the Liaison Team, assists to prepare students for the world of work and links career and subject choice to independent learning. The Pathways and Careers Counsellor educates students about careers of the future and provides information and resources to assist planning for their future vocational direction and opportunities in post school life.

CATHOLIC EDUCATION TASMANIA REQUIREMENTS

- Support the mission of the Catholic Church
- Support the Catholic Education Commission Tasmania (CECT) Vision and Mission Statement
- Support the Vision and Mission statement of the individual school
- Nurture the formation of young people through the expression and integration of Catholic beliefs and Gospel values in all aspects of school life

As an employee in Catholic Education Tasmania

- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools

KEY RESULT AREAS

Careers & Future Pathways

- Provide career counselling and future pathway advice to Guilford Young College students on an individual and group basis.
- Following consultation with individual students and as required, parents and teachers, develop individual pathway and transition plans for students in the Senior School.
- Develop and deliver relevant and engaging curriculum related to careers and future pathways specific to each year level.

- Deliver effective Careers expos, workshops, information evenings and other career related events and activities.
- To understand and disseminate information in relation to career and life planning for secondary students and school to work transition.
- To assist in raising awareness of school to work, further education and training options among students, parents and College staff.
- Facilitate and support transition to post Year 12 endeavours through the provision of holistic support with university and VET institution applications including accommodation options and scholarship opportunities and 'job seeking' support and assistance including applications, resumes, letters of introduction, job search strategies and interview training and preparation.
- Actively promote and effectively support opportunities for work experience.
- Assist with the formal student subject selection process through the provision of subject counselling.
- Refer to and liaise with other internal professionals including the Pastoral Team when students are at risk of disengaging or not effectively participating in education and training.
- Support the coordination, implementation and delivery of the facilities, resources and materials required for the Careers and Future Pathways Program.
- Maintain existing and develop new relationships with tertiary education institutions, registered training organisations, employers, industry bodies, government authorities and other key stakeholders that support Careers and Future Pathways Programs for Guilford Young College.
- To appropriately organise, administer and maintain student records pertaining to career development and personal pathway planning.
- Maintain professional currency in career development and career development learning relevant to the Guilford Young College context.

Team effectiveness and collaboration

- Support and assist staff and management teams to deliver effective outcomes.
- Work collaboratively with other members of the school community, including students, parents/guardians, caregivers and volunteers, to achieve effective outcomes.
- Develop positive relationships with colleagues and other members of the school community.
- Maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings, school events and activities.
- Respect and protect staff, student and family privacy and confidentiality.

Personal effectiveness

- Demonstrate professional integrity.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from Line Manager/s to improve knowledge and practice.

Resources and organisation

- Plan and organise workflow to accomplish established objectives.
- Utilise software packages, including word processing, maintain email and electronic records, spreadsheets, databases, desktop publishing, accounting and/or web or other specialised software.
- Use relevant office equipment including photocopiers, shredders, printers, as required.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.

Safety and compliance

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace; and
 - contribute to safe systems of work.

- promote a culture of safety in the workplace.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake relevant Catholic Education Accreditation requirements associated with the role.

- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes, guidelines and applicable laws.

EVIDENTIARY REQUIREMENTS

Essential

- Tertiary qualifications in careers counselling, teaching or other relevant discipline
- Extensive experience and demonstrated proficiency in secondary education inc. the demonstrated ability to effectively relate to and work with secondary aged students.
- Comprehensive understanding of tertiary education system including, ATAR and tertiary entrance requirements, the VET system, apprenticeships and traineeships and the like.
- Valid Working with Vulnerable People Registration
- Proficiency using information communication technology, particularly Microsoft Office and Google suites, and specialist education software packages and systems.
- Current Tasmanian vehicle driver's license

Desirable

- Knowledge of functional area(s) in an education context
- Understanding and experience in corporate governance, risk management and compliance
- Current first aid qualification

PERSONAL CAPABILITIES

- Works autonomously under broad direction
- Demonstrated success as a highly effective Pathways and Careers Counsellor.
- Demonstrated ability to be successful in a demanding and multifaceted role.
- Excellent time management and organisational abilities.
- Highly effective administrative and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Think and plan strategically and implement operationally.
- Exercise judgement and discretion
- Innovate and use initiative to resolve problems in a constructive manner
- Apply high-level communication skills, both verbally and in writing to a wide range of people.
- Strong interpersonal and relationship skills.
- Maintain confidentiality and manage sensitive situations.
- Act with integrity, due care and diligence
- Work collegially and be adaptable and flexible

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

The Pathways and Careers Counsellor works mostly in a school-based environment using a variety of office technical equipment and resources, including specialised software and databases. Some intrastate travel may be required. The role will involve frequent sitting and require fine motor and control skills, auditory and visual functions. Infrequent manual handling may be required.

Additional Position Information

Employment Period:	30 January 2023 to 15 December 2023
Tenure:	Limited Tenure: Leave Replacement, 1.0 FTE 6 month Probation Period
Location:	Guilford Young College (Barrack Street Hobart or Bowden Street Glenorchy Campuses)
Employment Conditions:	As per the Tasmanian Catholic Education Single Enterprise Agreement 2018
Remuneration:	Salary Range: \$73,862 to \$79,541 (as per experience) pro-rata plus 10.5% superannuation

Final Check List for Applications

Before sending in your application, use this checklist to make sure you have not missed out any important details. Please ensure that you submit:

- Signed and dated Application for Employment Form
- A cover letter of introduction stating the reasons you are seeking the position
- A current copy of your Curriculum Vitae, which should include a brief employment history stating where you have worked, the length of service and brief description of the position(s) held and duties undertaken
- Succinctly addressed the Personal Capabilities in the Role Description
Hint: describe how your Personal Capabilities, knowledge and experience demonstrate your ability to undertake the role. Include any other relevant information you wish to submit.

Applications are to be addressed to Craig Deayton, Principal, Guilford Young College and forwarded electronically by 4.00pm, Friday 18 November 2022 to employment@gyc.tas.edu.au

Upon receipt of an application, you will receive a confirmation of receipt via email within two business days.