



St Bede's  
College

# Role Description

## Careers Counsellor

### **85 years of educational excellence**

St Bede's College is an inclusive and independent community of globally aware, positive contributors to the world around us. It's our mission to teach students from diverse backgrounds to live 'by right paths' to become confident, caring, socially just and resilient individuals.

We are a Lasallian values-driven, Catholic Secondary school that is proud to nurture and develop young people as 'whole beings' in an innovative and dynamic learning environment. It's this that provides our students with the skills to flourish in today's and tomorrow's world.

For generations, families across Melbourne's bayside and south-eastern suburbs have chosen St Bede's College as the place for the child's life-long education. Since 1938, it has become a well-known, much loved and iconic place of welcome for students, their families, our teachers and our staff.

We've since grown to a three-campus College, offering endless opportunities for students and teachers to achieve their personal best.

### **Careers Counsellor – Overview**

The Careers Counsellor role reports directly to the Careers and Pathways Co-ordinator, supporting the career development needs of all St Bede's College students.

The role operates as part of the careers department of the College, providing one-on-one counselling for individual students as well as supporting broader Careers initiatives as required.

This is a part-time role (0.6 FTE).

## **Key Skills, Knowledge and Responsibilities**

### **Individual Career Counselling for students:**

- Engage with students to empower them to make career choices.
- Utilise a theoretical and practical understanding of how to get students to recognise their strengths, interests, abilities, personality and their understanding of themselves and the world of work in order to make career, educational and life decisions.
- Disseminating and using the results of Morrisby Testing during individual career counselling that create post school options and pathway plans, and prepare students to make informed, objective decisions about their own futures.

### **Program choices:**

- One-on-one counselling to support students in creating subject plans that reflect their aspirations, abilities and maximise their opportunities.
- Expertise in understanding the VCE and VCE Vocational Major program, as well as VET, in order to advise students
- Provide insight into the connections between VCE programs and tertiary education, employment and course and career options.
- Facilitate the process of subject change and selection into Years 10, 11 & 12 through liaison with student, teachers and parents.

### **Post-School Advice and Guidance:**

- Assist Year 12 students with VTAC course selection and Tertiary application processes, individual assistance with scholarship and SEAS (Special Entry and Access Schemes) applications
- Advice on application processes, feedback and drafting sessions, advice regarding appropriate work/study/training options and strategies for career and post-school decision making.
- Provide a counselling to Year 12 students during Change of Preference period.

### **Year 10 Careers Program**

- Actively engage in Morrisby feedback sessions to Year 10 students.
- Ensure the Morrisby Reports are posted on Simon.
- Support the design and implementation of the Year 10 Careers Program, which may include sourcing guest speakers (Defence Force, university representatives, panel of past students, apprenticeship providers), organising career workshops, tertiary visits, disseminating of information about VCE, VCE major and VET, as well as virtual work experience.
- Support the Year 10 Work Experience Program ensuring that accurate records are kept and correct legal protocols are followed.

**General:**

- Be available for student counselling, including drop-ins, between the hours of 8.00 am and 4.30 pm.
- Attend PSG meetings for Year 10, 11 and 12 students to provide additional support for planning educational pathways, exploring practical and realistic career ideas, offering course advice for post-secondary schooling and support services to both students and their parents whilst working closely with the Learning Diversity Staff.
- Support the maintenance of a relevant and current Careers Centre for use by the school community.
- Support relevant Program Leaders (e.g., Vocational Major Co-ordinator, Pathways Learning and Teaching Leader, Senior Years Co-ordinator, House Co-ordinators) in providing advice and guidance, particularly around courses and VET subjects
- Support the Careers Insight Evening as required
- Support the information sessions about VTAC, tertiary application & selection as required
- Contribute to Careers and College Newsletters regularly as required.
- Field telephone calls and respond to emails from parents regarding student progress, advice on the appropriateness of subjects, career aspirations, work versus study and other enquiries from employers, educational institutions, speakers and resource suppliers.
- Work with students to develop networks, via local Jobs Pathways programs, and other services, to access local employment opportunities
- Develop student skills in resumes and cover letter writing and interview skills.
- Maintain quality recordkeeping practices.
- Support the Maintenance of Career College website.
- Provide support in the evaluation and purchase of new resources.
- Provide any other duties as required by the Principal

**Professional Development and Regular Meetings:**

- Contribute to the continued delivery of a career development service
- Hold a Professional Career Development Practitioners qualification
- Attend career information sessions conducted annually by Universities, TAFE Colleges and independent providers, CEAV, CDAA and VTAC as required.
- Attend Staff Meetings, Internal PD, Bayside Careers Meetings and VTAC meetings.

**Reports to:**

Careers and Pathways Coordinator

**Works with:**

Careers Administrative Officer