



St Bede's
College

Role Description

Careers and Pathways Coordinator

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 and Pathways Coordinator – Overview

The Careers and Pathways Coordinator is an important position within the College and has a prime focus on career development across all year levels.

The responsibilities of this position centre on the Careers provision for all students at the College, including providing general advice and direction for student careers, coordinating events, subject and program selection, individual careers counselling, work experience, and developing the career & pathways centre.

This role works closely with the Senior and Middle School Leaders in the case management of individual students and reports directly to the Deputy Principal Learning and Teaching.

Key Responsibilities:

- Design and deliver a school wide career development program.
- To work with staff to identify appropriate careers excursions/incursions for different year levels.
- Conduct career education programs in Year 10 in preparation for pathways selection.
- Conduct career education programs in other years in preparation for subject selection and career planning.
- Make recommendations to the Deputy Principal Learning and Teaching on the selection of resources.
- Work closely with the Resource Centre Leader in relation to selection of career related resources for the Centre.
- Prepare and manage the Careers budget.
- To provide careers information and outlines for all subject information booklets.
- Present on a regular basis material from the Careers Department for the College Newsletter and other appropriate forums (such as the College Web Page)
- Develop and maintain partnerships with external providers and community agencies to support the career development of students.
- To work with the Deputy Principal Learning and Teaching, the Teaching and Learning Leaders, and Learning Area Leaders in providing a holistic curriculum
- To work with the Careers Counsellor in relation to Year 10-12 career development activities, information sessions, post – compulsory options and tertiary requirements.
- Coordinate, organise and event manage the rollout of the Year 10 Morrisby Program each year
- Management of VTAC data including application and change of preference, ATAR release, tertiary offers and enrolment.
- Co-ordinate the Year 10 Work Experience Program as required
- Assist Year 12 students with VTAC course selection, application process, individual assistance with scholarship and SEAS (Special Entry and Access Schemes) applications
- Carry out support role in careers education response to individual and collective student needs
- Provide Individual Career counselling as required
- Manage Careers Team ensuring the quality and continuity of the program across both campuses
- Attend PSG meetings for students with diverse learning needs in Years 10, 11 and 12 in order to provide additional pathways support
- Oversee the use and management of the Careers Centre
- Promotion of Careers function in the College through staging of events and providing opportunities for students

Professional Development and Regular Meetings:

- Understand and provide a career development service according to the Career Industry Council of Australia (CICA) Professional Standards for Australian Career Development Practitioners including basing the career development service on the CEAV Code of Ethics.
- Hold a relevant Careers Education qualification

- Attend career information sessions conducted annually by Universities, TAFE Colleges and independent providers, CEAV, CDAA and VTAC.
- Attend Learning Area Leader Meetings, Staff Meetings, Internal PD, relevant metropolitan area Careers Meetings and VTAC meetings.
- Maintenance of Career College website.
- Preparation and implementation of careers budget.
- Evaluation and purchase of new resources.
- Ensure the wellbeing and work needs of the Careers Administrative Officer are met
- Maintain a high standard of service within the Careers Department

Role Reports to:

The **Principal** through the **Deputy Principal Learning and Teaching**

Responsible for:

- Careers Counsellor/s
- Careers Administrative Officer
- Careers Team