

SHELDON COLLEGE
ROLE OF CAREERS ADVISOR



The major role of the position of Careers Advisor is to provide Careers investigation and counselling for Years 8-12.

This part-time role of 3 days per week involves regular contact with the student body and general public. This contact requires the ability to communicate details about Careers and the College's activities, routines, policies and procedures to ensure a sound public image of the College is promoted and maintained.

A person in this position works under general supervision and broad guidance depending on the function.

Competency in this role requires self directed application of knowledge with substantial depth in some areas. Judgement, discretion and a sound decision making ability regarding careers advice is required.

AREAS OF RESPONSIBILITY CAREERS ADVISOR	
STRATEGIC	<ul style="list-style-type: none"> ▪ Career investigation and career counselling for Years 8 – 12.
MANAGEMENT	<ul style="list-style-type: none"> ▪ Career Events and Open Day information ▪ Assist with procedures for subject selection and subject changes ▪ Year 8 into 9 Subject Selection ▪ Years 9 & 10 Subject Selection Handbook ▪ Facilitate Careers Conference ▪ Preparation of Yr 12 students for the Tertiary Admissions process ▪ Special Consideration eligibility for Yr 11 & 12 students
HUMAN RELATIONS ISSUES	<ul style="list-style-type: none"> ▪ Interview students in relation to career pathways / options
PARENTS/COMMUNITY	<ul style="list-style-type: none"> ▪ Participation in parent evenings to explain Subject Selection, Tertiary Admissions procedures and Senior Schooling issues ▪ Advice to students and parents re Subject Selection for Yrs 9 – 12
OTHER	<ul style="list-style-type: none"> ▪ Member of Senior Schooling Team
REPORTING RELATIONSHIPS	<ul style="list-style-type: none"> ▪ The Careers Advisor reports to the Director of Senior Schooling, through the Principal.

Liaison

- Liaise with QTAC, Tertiary organisations, QSA and other bodies as necessary
- Liaise with students, staff and parents to provide Careers investigation and counselling.

Skills Required

- An in-depth knowledge of QSA, Careers and Careers investigation, Pathways, QTAC and Tertiary requirements
- Proven skills in providing subject selection advice and counselling
- Ability to administer QTAC procedures and QCE SET Planning
- Ability to work effectively as a member of a team
- Extensive experience in a similar role

Conditions of Employment

This position is offered on a Project based contract. It is expected that the successful applicant will commence duties as soon as possible.

Salary - The salary offered will be commensurate with the experience of the successful applicant.

Superannuation - Statutory Superannuation of 9% will apply.

Leave - All sick leave, annual leave and long service leave conditions will be pro-rata of full-time conditions.

Corporate Uniform - All employees are required to wear Corporate Uniform which is available from the Sheldon College Uniform Shop at employee's own expense.

Performance Review - A performance review will be conducted annually.

Working with Children - The successful issue of a positive notice from the Commission for Children and Young People (blue Card), the cost of which (currently \$40) is borne by the employee, may be required.

Applications

Written applications should address the Areas of Responsibility/Skills Required including the names and full contact details of three referees, and a personal resume stating qualifications and experience.

Applications should be directed to:

The Principal
Sheldon College
PO Box 1188
CAPALABA QLD 4157

OR

Email - recruitment@sheldoncollege.com