

Job and Person

Specifications

DETAILS	
Position Title:	Career Development Coordinator
Sub School:	Senior / Middle
Line Manager:	Head of Senior School
Reports To:	Assistant Head of Senior School
Commencement Date:	January 2020

DIMENSIONS OF POSITION

The Career Development Coordinator is a middle management position and plays an important role in ensuring a highly credible delivery for student pathways procedures, processes and programs. This person is responsible to the Head of Senior School through the Assistant Head of Senior School.

POSITION OBJECTIVES

The Career Development Coordinator will:

- (a) assist the Principal in fulfilling the aims and purposes of Tatachilla Lutheran College, supporting the philosophy and ethos of the College;
- (b) align all aspects of the role with the College Learning Principles and key elements of our learning community: Teaching and Learning that is personalised, innovative and challenging; Wellbeing that is taught built and embedded in our community; and Service Learning that transforms ourselves and the world; and
- (c) accept the delegated responsibility and authority vested by the Principal and assume the overall management of all career development programs and associated staff at the College.

ACCOUNTABILITY

The position is accountable to the Head of Senior School through the Assistant Head of Senior School.

JOB DESCRIPTION

The following responsibilities and accountabilities will be undertaken by the Career Development Coordinator with the support of, and in collaboration with the Head of Senior School and Assistant Head of Senior School.

The Career Development Coordinator will:

General

1. individually support, and ensure, staff embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;
2. hold appropriate Lutheran accreditation qualifications as required by the Lutheran Church of Australia (At);
3. possess the ability to relate well with others, communicating in a manner which encourages fruitful and positive dialogue;
4. be committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, and carry out all duties in a spirit of Christian compassion; and
5. perform such other duties as the Principal may assign from time to time.

Leadership

6. maintain oversight and coordinate Vocational Education and Training (VET) courses across the College, providing advice and support for program development, ensuring effective monitoring of progress and reporting of achievement for the College and parents/carers;
7. ensure that all VET and workplace learning programs meet State and National legislative requirements, including 24 hour contact person for students on work experience both in Term time and school holidays (may also involve workplace visits);
8. liaise closely with the Support Staff Officer (SSO) responsible for data entries and monitor the accuracy and credibility of such information, especially prior to submission and publication;
9. oversee Personal Learning Plan teaching personnel to deliver effective and contemporary career advice;
10. be responsible for all aspects of the Work Experience program, including establishing links with local and wider community and overseeing workplace visits by College personnel;
11. coordinate internal and external arrangements for Mock Interviews;
12. develop and cyclically review a program of Career Counseling for Middle and Senior School students;
13. where appropriate, work with learning leaders to establish links between Pathways programs and the College curriculum;
14. manage and maintain risk assessment plans across all Pathways programs; and
15. be active in promoting VET and Careers advice in appropriate ways to staff, students and parents - internally and external to the College;
16. personalise student opportunities for pathways by monitoring student interest and pathway direction and offering individual career opportunities where possible.

Staff, Students and Parents

17. provide resources and assistance for teacher/trainers setting up and delivering VET programs;
18. liaise with staff to ensure that all professional development and training requirements have been met;
19. provide individual and group counselling to students with respect to career pathways;
20. assist students with tertiary choices and job applications, including coordination of the annual SATAC Information Evening for students and parents, individual pathway interviews and inviting students to external opportunities to assist in entry to pathways beyond school;
21. work in collaboration with the Head of Middle School and Assistant Head of Middle School: Teaching and Learning, to support Middle School students in their pathway decisions, including, but not limited to, subject selection support and career guidance;
22. liaise with the Learning Enhancement Coordinators (Middle School and Senior School) and Year Level Coordinators to ensure students at risk in Years 9 and 10 have access to appropriate pathways including workplace learning and VET programs where applicable;

23. maintain comprehensive careers information for students in a variety of forms;
24. support preparation of all SATAC requirements relating to tertiary entry, including but not limited to courses that have earlier and specific entry requirements and the annual UMAT testing with the SACE Coordinator;
25. ensure preparation of all TAFE requirements relating to entry;
26. ensure preparation of all students who wish to pursue entry into the world of work post school; and
27. be available to speak to individual parents and students and student and parent groups when requested.

Administration

28. be responsible for the accountability of budget management for VET and Careers programs;
29. maintain accurate and current records of students undertaking VET units;
30. maintain accurate records of student contact information post school;
31. order and sign for all equipment and materials mentioned in the working budget;
32. coordinate VET courses offered in house at Tatachilla Lutheran College including student application processes; staff support and parent/student communication
33. coordinate all VET in Schools Agreements (VISAs) and auspicing arrangements with Registered Training Organisations (RTOs)
34. coordinate the submission of results to the RTO, College and to SACE Board;
35. ensure at all times any work undertaken by VET staff is done safely and in accordance with College Work Health, Safety and Welfare policies; and
36. contribute to College publications such as Course Guides, Carvings and associated publicity materials as required.

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

Performance Management

In relation to setting goals and managing performance, Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged.

LEADERSHIP	
Engagement	Map student and staff participation in VET activities annually to determine patterns of involvement
	Seek feedback from stakeholders including staff, students and parents to inform future directions
Evaluation	Clear goals are developed in relation to the Career Development program(s) at the College, taking into account all annual review information
Ministry	A high level of spiritual leadership is evidenced through daily interactions with staff, students and parents
STAFF / STUDENTS / PARENTS	
Staff Support	Staff induction and participation strategies are developed
	Work collaboratively with the Assistant Head of Senior School, Year Level Coordinators and other staff members in developing connections between areas of learning and the Career Development program(s)
Communication	Actively and regularly distribute information to staff, students and parents using a variety of communication methods
Students	As appropriate, maximise student participation in Career Development programs in partnership with the Head of Senior School and other relevant staff
	Comprehensive career and pathway advice is made available to all relevant students in Middle and Senior School years (7-12)
Parents	Ensure parents are regularly informed of changes to Career Development programs and any potential impact on student involvement
ADMINISTRATION	
Publications	Relevant contributions to College publications are provided

Selection Criteria

EDUCATIONAL/VOCATIONAL QUALIFICATIONS

We are interested in applicants with teaching qualifications and those without teaching qualifications.

Qualified teachers should hold the following:

- A registered teacher with demonstrated competence in teaching and learning in the classroom
- Accredited, or seeking to be accredited, as a teacher within Lutheran Education
- Academic qualifications in keeping with the level of responsibility
- Ideally hold a Certificate IV in Career Development, or similar, or working towards such a qualification
- List of subjects able to teach, preferably including Workplace Practices and/or Community Studies

Non-qualified teachers should hold the following:

- Academic qualifications in keeping with the level of responsibility
- Ideally hold a Certificate IV in Career Development, or similar, or working towards such a qualification

PERSONAL SKILLS, ABILITIES AND APTITUDE

- A visionary approach to Career Development program(s) across the College
- Demonstrated effective skills in administration, interpersonal relations, planning and programming
- Conversant and experienced in using digital technologies relevant to the position
- Demonstrated ability to lead teams and effect change within an organisation
- Ability to analyse problems and formulate clear and effective solutions
- Superior organisational ability and demonstrated self-motivation in setting goals, prioritising work and managing multiple tasks

KNOWLEDGE AND EXPERIENCE

- Relevant or related experience at a similar level of leadership
- Experience in the development and implementation of activities and policies
- Demonstrated ability to relate effectively to a diverse range of staff and students

CLASSIFICATION LEVEL

Relevant for Qualified Teachers

- The Position of Added Responsibility (PAR) of Career Development Coordinator attracts three (3) leadership points, has a tenure of three (2) years and eighteen (18) lessons release per week.

PERFORMANCE STANDARDS AND REVIEW

- A performance review will occur in the first and third year of the contract
- In accordance with Schedule 4 of the current Lutheran Schools Association Enterprise Agreement:

S4.8(c) An employee whose classification in a PAR expires and who is not reappointed will revert to the appropriate step on their substantive salary prior to the appointment to PAR.

Application Process

APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

1. write a covering letter including previous experience;
2. respond to the Job and Person Specification and the selection criteria to a maximum of two pages;
3. include a curriculum vitae; and
4. list three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications close 4pm Monday 21 October 2019, are to be marked CONFIDENTIAL and sent electronically to jobs@tatachilla.sa.edu.au.