

VOCATIONAL EDUCATION & TRAINING (VET) AND CAREERS COUNSELLOR

Position Information Document

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement.

MISSION AND VISION

Our Mission

A Catholic College educating girls in the Dominican tradition.

Our Vision

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

Governance

Dominican Education Australia (DEA) is the governing authority of St Dominic's Priory College, an Independent Catholic School. A Board of Directors, established in 1987, governs the College which is incorporated under the Corporations Act 2001 (Cwth). The Trustees of DEA and the College Board of Directors assures our Catholicity, fidelity to the Dominican charism, formation of Board members, excellence in teaching and learning and financial stability.

Safeguarding Children and Young People

St Dominic's Priory College is a Child Safe employer committed to the welfare and protection of children and young people. The College is committed to upholding a diverse and inclusive learning environment, ensuring children and young people are valued and respected. In accordance with the National Catholic Safeguarding Standards, all employees will be required to comply with the College's relevant policies and procedures, with astute understanding and awareness of the College's Professional Boundaries Policy.

Adhering to the *Child Safety (Prohibited Persons) Act 2016* and the *Children & Young People (Safety) Act 2017*, the College is committed to creating and maintaining a child safe environment. As an employee of the College, you will be required to:

- Be fully versed in the College Professional Boundaries Policy.
- Foster positive and safe cultures for children and young people.
- Ensure children and young people know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues.
- Adopt strategies and act to prevent harm to children and young people.
- Safeguard against a child at risk of harm.
- Respond effectively if harm is suspected or confirmed.
- Respect diversity in cultures whilst keeping children and young people safety paramount.
- Attend education and training as required.
- Be familiar with relevant College policies and procedures.

GENERAL ROLE DESCRIPTION

The Vocational Education & Training (VET) & Careers Counsellor will engage students in explorations and dialogue about their pathways beyond school. The VET & Careers Counsellor has insight into the world of work today and an understanding of how schools build employability skills and expand students' thinking to approach their lives beyond school with confidence.

The VET & Careers Counsellor reports to the Director of Teaching & Learning, who is responsible to the College Principal and keeps the College Principal informed of matters relating to teaching and learning.

KEY WORKING RELATIONSHIPS

- College Principal
- Director of Teaching & Learning
- The College Leadership Team
- Learning Area Leaders
- Year Level Coordinators, Student Counsellor & International Student Coordinator
- Inclusive Education Team
- College Staff
- Students
- Parents/Families/Guardians

APPLICATIONS & RELEASE TIME

The person appointed to the position of VET & Careers Counsellor will hold a teaching degree. The position is a Key Teacher role which attracts a time allowance of 14 lessons per fortnight release time, to effectively complete the VET and Careers responsibilities.

PERSON SPECIFICATION

GENERAL RESPONSIBILITIES

The person holding the position of VET & Careers Counsellor at St Dominic's Priory College is expected to:

- Have a capacity and a desire to actively contribute to the Catholic ethos of the College.
- Be astutely aware of our Catholic identity and the Dominican heritage of the College, acting in accordance with our motto, Veritas – Truth.
- Have an understanding of girls' education, how girls learn and how they engage with each other.
- Support the life of the College community through a commitment to the College Vision Statement and the Strategic Plan.
- Demonstrate a commitment to child safeguarding policies, procedures, guidelines and reporting.
- Accept responsibility for creating and maintaining an atmosphere of mutual respect among students and colleagues.
- Demonstrate a proven track record in teaching within their field of qualification.
- Demonstrate excellence in teaching.
- Demonstrate a strong understanding of the curriculum as set out by ACARA / SACE.
- Demonstrate effective communication skills with students, colleagues, parents and all members of the College and wider community.
- Complete all administrative tasks as required or directed, including but not limited to record keeping, surveys, distribution of materials, supervisory responsibilities and duty of care provisions.
- Adhere to and comply with the College's Privacy Policy and management of personal information.

- Collate evidence of practice and impact on student learning outcomes against the Australian Professional Standards for Teachers and share evidence with their line manager.
- Have specific qualifications and/or expertise in specified learning areas.
- Demonstrate an ability to exercise a strong pastoral role with students.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective and humour.
- Have the readiness to take an active role in co-curricular activities.
- Positively engage in and undertake professional development, training and professional reviews when required.
- Undertake any other duties as directed by the College Principal.

ROLE RESPONSIBILITIES

GENERAL RESPONSIBILITIES

The person holding the position of VET & Careers Counsellor at the College is expected to:

VOCATIONAL EDUCATION & TRAINING (VET)

- Advise students (and parents/guardians) on VET courses available and assist students to navigate the decisions that can lead them on specific career paths.
- Work in consultation with Year Level Coordinators to coordinate compulsory work placements to complement the learning achieved through VET.
- Ensure all appropriate consent has been obtained and associated paperwork has been completed, before a student begins a VET Course.
- Complete enrolments and ongoing documentation for VET.
- Complete annual data collection for VET.
- Input VET results and complete specific documentation pertaining to VET in SACE.
- Stay up to date with current employment and job market trends, study pathways, career planning options and other information relevant to school leavers.

CAREERS

- Liaise with industry professionals, universities and training organisations to provide up to date information to students and parents/guardians.
- Promote VET, study pathways, careers opportunities and events to students and parents/guardians.
- Coordinate an in-school Career Expo.
- Organise Universities and Registered Training Organisations (RTOs) to meet with students and provide insight into careers.

WORK EXPERIENCE & WORK PLACE LEARNING

- Coordinate the Work Experience program, where this forms part of a compulsory component within a student's subject.
- Stay up to date with current legislation pertaining to Work Experience and Work Place Learning.
- Ensure all appropriate consent has been obtained and associated paperwork has been completed, before a student begins Work Experience or Work Place Learning.

PARENT/GUARDIAN CONTACT

The **VET & Careers Counsellor** is responsible for communication between the College and parents/guardians on matters pertaining to VET and Careers.

SPECIFIC REQUIREMENTS

Acquire, maintain and provide evidence of:

- A valid Department for Human Services (DHS) Working with Children Check (WWCC)
- A valid Screening as issued by Catholic Archdiocese of Adelaide to work in Catholic Education SA
- A current Teachers Registration with the Teachers Registration Board of South Australia.
- Approved Responding to Risks of Harm, Abuse & Neglect – Education and Care (RRHAN-EC).
- A current HLTAID004 Provide an emergency first aid response in an education and care setting.
- A current Keeping Safe: Child Protection Curriculum certificate (KS:CPC).
- The College adheres to the SACCS Policy on COVID-19 Vaccination.
- Teacher Accreditation in Catholic Education SA
- SALT Compliance Training and WHS modules, as issued by the Catholic Education South Australia, as required.
- Provide copies of awarded qualifications (relevant tertiary study, teaching qualifications) to the Human Resource Manager, if applicable.

WHS RESPONSIBILITIES

This role is deemed to be a **Worker** under the *Work Health and Safety Act 2012 (SA)*. As a Worker, while at work, you, as the employee who is the subject of this Position Information Document must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, insofar as you are reasonably able to, with any reasonable instructions given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Work Health and Safety Act 2012 (SA) ss 27 and 28.