



Christ Church Grammar School

DUTY STATEMENT

Career Counsellor

DATE: September 2022

TIME: 1.0 FTE

STATUS: Full-time, fixed-term for Semester 1, 2023

POSITION CONTEXT:

Christ Church Grammar School is an Anglican day and boarding school for boys from Pre-Kindergarten to Year 12. Located in Perth, Western Australia, the School overlooks the Swan River at Freshwater Bay in Claremont. Enrolments are comprehensive and at present are approximately 1650 students including boarders. The School consists of the Preparatory School (PK to 6) and the Senior School (Years 7 to 12).

LINE MANAGEMENT:

Reporting to the Deputy Principal/Director of Studies

DUTIES AND RESPONSIBILITIES:

Teaching

- Teaching Career & Enterprise General -Year 11
- Teaching Year 10 Health and Wellbeing – Career Development

Coordinating Workplace Learning (INSTEP) – Years 11 and 12

- Assisting in organisation of the INSTEP Student Induction
- Keeping parents apprised of the student WPL program
- Preparing students for interviews with INSTEP staff
- Liaising with the INSTEP staff to assign suitable placements for students
- Visiting students in the workplace

Career Counselling and Development

- Responding to parent phone and email queries – local, interstate and overseas universities, university applications, scholarships, residential colleges, post school decision making
- Meeting with parents and boys – subject selections and post school decision making
- Conducting Year 12 Post School Meetings
- Conducting Year 10 Parent/Student/Heads of House Subject Selection interviews
- Career counselling for all students and parents
- Meeting/Networking with Career colleagues from like Schools
- Attending AISWA, CEAWA and INSTEP meetings
- Keeping up to date with changes to University and TAFE courses
- Providing assistance to the School Psychologists
- Advertising/informing students and parents through the bulletin and newsletter about upcoming career events
- Managing the budget for Careers, INSTEP and VET courses
- Work Experience – Generating insurance requirements and liaising with Student/Parent/Employer

- Working with the Aboriginal and Torres Strait Islander (ATSI) Program Co-ordinator applications to ASBT, attending ATSI Career Expos and post school options for indigenous students
- Personal career advice for staff and their families

Managing Non-ATAR Pathway Students

- Assisting non-ATAR boys with TAFE and job applications
- Liaising with parents/tutors of non-ATAR boys – work experience, subjects, progress and post school options
- Sourcing and enrolling students in VET courses
- Overseeing students undertaking VET courses
- Collating the assessment from VET courses for uploading to SCSA
- Organising end of year programs and opportunities for Yea 12 non-ATAR students

Parent and Student Presentations

- Year 10 Subject Selections
- TISC Information for Parents
- TISC Information for Year 12 Students
- Year 11 Ad Astra - 'Value Adding'
- Year 12 Luncheon Meetings

Organising Career Events

- Co-organising the annual Combined Careers Expo
- Meeting and coordinating visits from interstate universities, residential colleges and training providers
- Organising guest speakers

Old Boys Association

- Liaising with the Old Boys Association to organise 'further focus' breakfast events
- Assisting with the Year 12 Destination Survey

EXPERIENCE AND QUALIFICATIONS

This position requires:

- Relevant tertiary teaching qualifications and experience (Minimum of Graduate Certificate in Career Development)
- All applicants to be eligible to teach in Western Australia, have National Police Certificate and have completed a Working with Children Check

The person must have:

- Exceptional interpersonal skills and the ability to relate to students and parents from a range of different backgrounds
- Willing to participate in professional development
- Be an independent worker with superior organisational skills
- Set goals and prioritise work and the capacity to manage multiple, simultaneous tasks
- Collaborate with others in a positive and effective manner

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Christ Church Grammar School takes child protection seriously, and as an employee of the School, you are required to meet the behavior standards outlined in our Child Protection Policy and the Staff Code of Conduct, as updated from time to time.

Therefore, as part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain a valid Working with Children Check and Teaching Registration

- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people
- Participate in:
 - regular performance management procedures and professional learning linked, where appropriate, to the Professional Standards for Teachers in Western Australia
 - professional learning covering the Staff Code of Conduct, your mandatory reporting obligations and all school policies and procedures at least biennially
 - professional learning on the recognition of grooming and child abuse, and appropriate prevention practices and strategies

SALARY, TERMS AND CONDITIONS:

- The successful applicant will be employed under the Christ Church Grammar School Enterprise Agreement 2022
- 30% Position of Responsibility Allowance (PAR)
- The School provides a laptop computer
- Opportunity to further your career through PD and study considered
- Salary will be negotiated according to qualifications and years of experience