



# Teacher – Careers Advisor

## POSITION DESCRIPTION

<b>POSITION:</b>	<b>Careers Advisor</b>
<b>ENTERPRISE AGREEMENT</b>	Girton Grammar Enterprise Agreement Bendigo 2022
<b>REPORTS TO:</b>	Head of VCE and Student Futures
<b>EMPLOYMENT TYPE:</b>	Part-time approximately 0.5 FTE, Ongoing
<b>SALARY:</b>	In line with experience

### PURPOSE OF POSITION

The Careers Advisor teacher is responsible for Career Education within Girton Grammar School. In accordance with School policies and objectives, the Careers Advisor provides guidance and support to students, their parents and staff to assist students to develop a positive self-concept, obtain increased control over their lives and maximising career possibilities. The Careers Advisor is responsible for providing the overall Careers Program and Individual careers' counselling and advice to students, and parents. This role will also have a teaching allotment.

### ABOUT GIRTON GRAMMAR SCHOOL

Girton Grammar School in Bendigo is a leading independent school which provides an enriching and supportive educational environment for approximately 1,100 students from Prep to Year 12.

With a Junior School campus and separate Senior School campus located in the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture and reputation of optimism and commitment to students and staff, translating to personal growth and academic achievement that ensures Girton Grammar School in a leading independent school in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we value equally, people, character, and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.

### KEY OUTCOMES

A Careers Advisor will be responsible for achieving the following outcomes:

#### Student and Staff interactions / collaboration

- Provide up-to-date information to students, staff and parents about post-secondary education and employment prospects.
- Facilitate for students the transition from school to work and school to further study.
- Assist parents, students and teachers in the process of subject and course selection for Year 9 to 12.
- Co-ordinate the Work Experience Program within the College.
- Co-ordinate work readiness programs and sessions.
- Oversee the implementation of career interests' assessment for senior students.



- Assist the Learning Leaders of the Achieve program as required.
- Develops relationships with a range of tertiary and industry-related organisations.
- Utilise a variety of relevant and appropriate assessment and evaluation techniques to assist students with selection progress.
- Provide regular, timely and positive feedback to each student on their progress.
- Work in collaboration with colleagues and Learning Support to facilitate planning of educational programs.
- Undertake House Tutor responsibilities according to full time or part time status.

### Administration

- Reports and records are maintained in accordance with legislative and School requirements.
- Provide feedback to students and parents / carers.

### Other Duties

- Accountability for undertaking lesson covers and extra's if required

From time to time, the Careers Advisor teacher will be required to undertake other duties, as directed by the Head of Senior School, Head of Humanities or the Principal.

### KEY SELECTION CRITERIA / ESSENTIAL QUALIFICATIONS/SKILLS

1. Appropriate qualification and VIT registration/Working with Children Check.
2. Completed or undertaking a Graduate Certificate in Careers Education and Development or other appropriate Career Education qualifications such as a Certificate IV in Career Development.
3. A passion in and demonstrated knowledge of applicable subject areas.
4. Demonstrated effective delivery of careers/work readiness programs.
5. A commitment to professional development.
6. Excellent personal communication, administrative and organisational skills.
7. Commitment to student wellbeing and child safety, demonstrating an understanding of appropriate behaviours.  
when engaging with children, including children with diverse needs and backgrounds.
8. Strong skills in the use of information and communication technologies (ICT), especially as they relate to teaching and learning.
9. Commitment to co-curricular activities.

### CAPABILITIES

- Influences, empowers, motivates and inspires others to achieve or exceed performance expectations.
- Envisions, evaluates and implements new possibilities.
- Actively employs contemporary Information and Communications Technologies that enhance learning.

### PERSONAL CHARACTERISTICS

- Commitment to ongoing professional development
- Open-minded and collaborative
- Optimistic and enthusiastic
- Personal integrity, honesty and fairness
- A good sense of humour
- Creative and organised



- Builds relationships and develops trust with students, staff and families.
- Remains calm, focused and maintains perspective when dealing with difficult situations.

### TEACHING AT GIRTON GRAMMAR SCHOOL

Girton Grammar School values the development in each student of the skills which underpin intellectual growth. Inherent is a deep respect for the various academic disciplines, providing the analytical tools through which to describe, interrogate, understand and expand a student's view of the world. Creativity, curiosity, collaboration and communication are key elements that contribute to intellectual growth and future achievement.

Discernment and critical awareness are vital in a world where information is prolific but needs to be tested. Within this context, students will acquire the habits of mind necessary to support their academic growth and success.

- Teachers at Girton Grammar school are professional people and this is reflected in their teaching and in their relationships with students, parents and other staff members.
- Teachers are at all times responsible to the Principal for duties relating to effective teaching, student wellbeing and other duties.
- Teachers are expected to support the School's aims, policies, procedures and philosophy.

### TEACHING AND LEARNING

Girton Grammar School's [Statement of Effective Student Learning](#) articulates the role teachers are expected to play in the education of its students. All teachers are required to undertake an annual review process to maintain their standards at the Proficient Teacher Level as determined by VIT and are expected to employ a variety of teaching strategies to effectively implement the curriculum and actively engage students in the learning process.

### STUDENT WELLBEING

Girton Grammar School's [Supporting Student Wellbeing document](#) outlines the role teachers are expected to play in the care and nurturing of each student.

### DUTIES OUTSIDE SCHOOL HOURS

- Participate in the School's Co-Curriculum program, approximately 2 hours per week for a full-time staff member.
- Attend School staff meetings, departmental meetings and other meetings, as scheduled.
- Be available for, and participate in, Parent/Teacher interviews.
- Participate in Speech Night, information nights, open days and other designated significant School activities.
- Attend School Outdoor Education camps or other curriculum camps, if required.
- Undertake professional development sessions.

### PROFESSIONAL LEARNING

Teachers are required to:

- Participate in Professional Development so as to increase professional knowledge, strengthen teaching effectiveness and improve outcomes for students.
- Support school-wide professional learning through the sharing of professional knowledge and practices with colleagues.
- Participate in a cyclical appraisal process to improve knowledge and practice.

### OTHER GENERAL DUTIES



Teachers are required to:

- Attend promptly and actively supervise students whilst on yard duty and during other activities.
- Cover classes for colleagues as is reasonably required and in accordance with the extra period roster.
- Consult with the Heads of Department and the Heads of House, when necessary.
- Punctually attend timetabled lessons, meetings, and timetabled activities.
- Carry out the administrative requirements of the school.
- Other duties, as variously required by the Principal.
- Participation in House and Sporting events.

### **MISSION AND VALUES**

All staff must have an understanding of and commitment to working within the School's stated values in striving towards achievement of our mission. Further information regarding expectations of staff can be found in the Mission and Values document on Girton Grammar School's website.

### **STUDENT WELLBEING**

Girton Grammar School's Statement of Effective Pastoral Care outlines the role teachers are expected to play in the care and nurturing of each student.

### **CHILD SAFETY**

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration.
- Complete all mandatory reporting training and education about Child safety.
- Adhere to the Schools Child Protection Policies and Procedures.
- Report suspected cases of child abuse in accordance with school policies.

### **OCCUPATIONAL HEALTH AND SAFETY (OHS)**

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these.
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions.
- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee.
- Immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels.

### **COVID-19 SAFETY**

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst



# Teacher – Careers Advisor

## POSITION DESCRIPTION

members of the school community. In accordance with our commitment to minimising the risk of COVID-19 transmission, all staff, as a condition of their employment, are required to be fully vaccinated against COVID-19.

### **ADDITIONAL INFORMATION.**

Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.

A six-month probation employment period applies to all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

### **REFERENCE DOCUMENTS**

[Statement of Effective Student Learning](#)

[Supporting Student Wellbeing](#)

[Strategic Plan 2023 - 2028](#)

[Mission and Values document](#)

[Child Safety Policy](#)

### APPROVAL

Developed by HR	January 2023	Next Review	November 2026
-----------------	--------------	-------------	---------------