



## POSITION DESCRIPTION CAREERS PRACTITIONER

### CONTEXT

Padua College provides a contemporary Catholic secondary co-education for young people within the regions of the Mornington Peninsula and Western Port Bay. Our College was founded by the Sisters of Mercy and is named after St Anthony of Padua. In partnership with our students, staff, parents, parishes and the wider community, Padua College gives witness to the Christian faith in our Catholic tradition. We aim to be a positive, creative, hope-filled learning community where Catholic values and spirit are shared and the sacred dignity of each person is nurtured.

The **North Star** is our guiding direction. It encompasses our “why” at Padua College as we align our vision and action. It inspires, challenges, and provides direction.

We want every person to:

- recognise and utilise their God-given talents;
- be the best they can be; and
- make a positive impact on their world.

#### **Our Core Values:**

- a) We welcome and affirm
- b) We inspire growth of the whole person
- c) We create a love of learning
- d) We build positive relationships
- e) We embrace diversity
- f) We show compassion for those in need
- g) We reconcile and forgive
- h) We work for a just and peaceful world

### OVERVIEW OF THE ROLE

The Careers Practitioner collaborates with the Career Leader and the Senior Pathways Team in providing career information, educational planning, and resources to assist students as they navigate future pathways. Furthermore, the Careers Practitioner also assists in guiding staff in the implementation of programs and curriculum to assist students in developing knowledge, skills, and capabilities in transitioning between school and work or further education, promoting student engagement, leading to successful learning and positive student outcomes.

The Careers Practitioner assists the Career Leader and the Senior Pathways Team in the efficient management and administration of the Pathways Department across the College.

The Careers Practitioner is a key member of the Careers and Pathways Teams which operates in conjunction with the Careers Leader to direct and monitor course development, delivery, and resource management in their dedicated area to deliver specialised, innovative learning programs.

The College aims to encourage students to be their best selves, support them in their career decision-making and provide them with the skills to manage their own life-long learning and career development.

The Careers Practitioner is a key member of the Careers and Pathways Team under the direction of the Vice Principal – Learning and Teaching and reports directly to the Careers Leader.

## MAJOR AREAS OF RESPONSIBILITY

The responsibilities of the Careers Practitioner include but are not limited to:

- i. working closely with the Careers & Pathways Team and Learning and Teaching Team, implementing the Pathways Program across the College to support the career and further education pathways for students;
- ii. assisting students to develop meaningful pathway plans, in conjunction with families, staff, and key industry, government and educational stakeholders, including providing professional support, pathways discernment and subject advice;
- iii. supporting programs and opportunities for students that promote the exploration of possible job pathways (including: SWL, Work Experience, short courses, volunteer work);
- iv. performing other duties and implementing decisions as requested by the Principal or the College Improvement Team.

### STATEMENT OF DUTIES

The following duties are aligned to the Careers Practitioner major areas of responsibility.

<b>i. Implementation of courses</b>	<p>The Careers Practitioner will assist with the implementation of practical career-based courses by:</p> <ul style="list-style-type: none"><li>• working in conjunction with the Careers Leader &amp; Careers Team advising and informing teachers regarding student career and subject choices, and current trends and data;</li><li>• educating teachers regarding soft skills, careers and work and University sector requirements and how this impacts the curriculum and programs at Padua;</li><li>• support the design and delivery appropriate career and pathway programs, based on the Victorian Careers Curriculum Framework along with other relevant opportunities;</li><li>• ensuring students gain insights into the workforce through a variety of experiences both internal and external to the College, and involving external presentation; and</li><li>• working in conjunction with the Careers Leader &amp; Careers Team keeping the Vice-Principal, Learning and Teaching and teachers advised of career education developments and further education opportunities to enhance school curriculum, and assist with vocational awareness and experience for students.</li></ul>
<b>ii. Assisting Students and Families with Pathways Advice</b>	<p>The Careers Practitioner will assist with providing advice to students and their families by:</p> <ul style="list-style-type: none"><li>• in conjunction with the Careers Leader explore and deliver resources and educational events and support to empower students to access information, build knowledge and make informed decisions regarding appropriate further education and career pathways;</li><li>• providing counselling services for students and parents in relation to post-school options throughout the year, during the VTAC application process and at the end of Year 12;</li><li>• informing and advising students of tertiary education requirements and pre-requisites, including UMAT, Open Days in TAFEs, Colleges and Universities, scholarship programs and fee structures, through a variety of means including career education programs for students, assemblies, presentations to parents and students, the Paduan and the Careers Page on the College website;</li></ul>

	<ul style="list-style-type: none"> <li>• assisting with providing information in relation to VTAC and other study options for Year 12 students, including counselling for course selection and briefing on selection methods used by tertiary institutions;</li> <li>• ensuring that current and relevant information and resources are available to students;</li> <li>• providing a one-to-one counselling service for students, especially around subject selection time regarding post school options and career opportunities;</li> <li>• acknowledging and providing for the career development needs of students with a disability;</li> <li>• delivering information on post compulsory options and VTAC selection procedures to the school community;</li> <li>• informing the school community of all tertiary education requirements and prerequisites, including UMAT, Open Days in TAFEs and University, Scholarship programs, fee structures, accommodation;</li> <li>• keeping students aware of developments in workforce, industry areas and tertiary opportunities in the area/state/country;</li> <li>• managing the provision of information and counselling for selection of courses, briefing on how tertiary institutions select students, and counselling services at Change of Preference time, for VTAC applications and Special Entry and Access Schemes (SEAS);</li> <li>• helping students network, via local Jobs Pathways programs, and other services, to access local employment opportunities;</li> <li>• ensuring administrative tasks, protocols and procedures relevant to the position are undertaken; and</li> <li>• documenting and maintaining records and procedures relevant to the position.</li> </ul>
<b>iii. Supporting program and opportunities for students</b>	<p>The Careers Practitioner will assist with supporting programs and opportunities for students by:</p> <ul style="list-style-type: none"> <li>• developing existing networks and relationships with employers, tertiary institutions, and the College community, to ensure that students are fully informed about their future choices and career goals;</li> <li>• developing existing networks to expand student opportunities to complete micro credential courses to build their portfolio of skills and interests;</li> <li>• exploring and developing links with industry and other external organisations for internship and other work-based opportunities</li> <li>• analysing whole school trends and data on tertiary offers and student choices;</li> <li>• providing information on SWL, SBAT and Work Experience placements as required;</li> <li>• coordinating the SWL documentation between all key stakeholders;</li> <li>• undertaking SWL visits* and maintaining communication between all key stakeholders;</li> <li>• supporting the Careers Leader and Head of Applied Learning Pathways in ensuring compliance with SWL, Work Experience and SBATS;</li> <li>• liaising with local VET clusters as well as the Padua VET Leader regarding programs offered at the school and work placements to be</li> </ul>

	<p>carried out by students as part of their VET programs and complete appropriate paperwork; and</p> <ul style="list-style-type: none"> <li>• facilitating job-readiness opportunities with third parties at school e.g. First Aid, Food Handling, RSA, and Barista courses.</li> </ul>
<b>iv. Expectations</b>	<p>The Careers Practitioner:</p> <ul style="list-style-type: none"> <li>• be familiar with and comply with Padua College’s Child-Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety;</li> <li>• be familiar with and comply with legislated Occupational Health and Safety practices and participate in consultative processes to ensure workplace safety for staff and students;</li> <li>• maintain currency of all relevant legislated and required College Occupational Health and Safety modules, and all First Aid and CPR Qualifications;</li> <li>• undertake regular professional learning to maintain a high level of awareness of current and best practice in the major areas of responsibility associated with the role;</li> <li>• attend College and Campus Staff Meetings as requested by the Principal or his/her nominee; and</li> <li>• perform any other day to day duties as requested by the Principal or his/her nominee.</li> </ul> <p>The nature of the position is such that the Careers Practitioner may be required to be available outside normal school hours and be available to attend College events as might be relevant.</p>

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee. Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

## CHILD SAFETY

Padua College is committed to the safety, wellbeing, and inclusion of all our students. The school has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Particular attention is paid to the most vulnerable children (Aboriginal and Torres Strait Islander, culturally and/or linguistically diverse backgrounds and children with a disability). In this context, Padua College implements a regular and comprehensive Child Safety and Protection program across the entire Padua College community.

All staff at Padua College take an active role, and are well informed of their obligations, in relation to Child Safety under Ministerial Order No. 1359 “Implementing The Child Safe Standards – Managing The Risk Of Child Abuse In Schools And School Boarding Premises “. Employment at Padua College is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Protection – Reporting Obligations Policy, being read, understood, and adhered to by being proactive in reporting any concerns or identified risk. Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students’ safety has been identified.

## KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	COMMITTEES
Principal College Improvement Team Vice Principal – Learning and Teaching Head of Applied Learning Pathways VET Coordinator Careers Leader Learning Leaders Learning Convenors	MACS VCAA	Careers & Pathways Teams

## CRITERIA FOR EFFECTIVE LEADERSHIP

The effective performance of the Careers Practitioner will be due to their capabilities across a comprehensive range of the following:

### Attributes & Dispositions

- commitment to the Mission, Vision, and Catholic identity of Padua College
- a tenacious and resourceful capacity for hard work
- approachable as an active listener, negotiator, and advocate
- perseverance, sensitive, compassion and patient in the face of complex and difficult situations
- high level of discretion when handling confidential and sensitive information
- optimism, confidence, and enthusiasm when motivating staff and students
- collaborative and flexible in professional settings
- openness to change and to learning in all situations
- dependable and reliable

### Knowledge & Understandings

- Certificate IV in Careers Education / Graduate Certificate in Careers Education
- awareness of innovations in pedagogy, technologies influencing the learning landscape and learning environments
- up-to-date knowledge of learning and assessment policy and procedures as interpreted and implemented by the VCAA, ACARA, CEM and the CECV
- knowledge of the appropriate avenues and resources for seeking information, support, and clarification in relation to the responsibilities of the role
- knowledge of the College's policies and procedures that impact on learning and teaching
- track record of skilfully fostering positive relationships between teachers and students
- capacity to multi-task and pay close attention to detail
- ability to keep to timelines and manage multiple deadlines
- capacity to reflect on one's own leadership performance and style

### Skills & Capabilities

- track record of fostering positive relationships between teachers and students
- ability to collaborate and work in a team
- demonstrated ability to communicate clearly, personably, and effectively
- capacity to maintain professional relationships within the College community and with other organisations on behalf of the College where necessary
- capacity to negotiate
- capacity to multi-task and pay close attention to detail

## TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	Level 3 or Level 4 Category B of the <i>Catholic Education Multi Enterprise Agreement 2022</i> (or its successors) (depending on qualifications and experience) [Level 2 until required qualifications are complete]
TENURE	Ongoing 0.80 FTE negotiable
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Catholic Education Multi Enterprise Agreement 2022</i> (or its successors)
REQUIREMENTS	Certificate IV in Careers Education / Graduate Certificate in Careers Education Criminal Record Check Valid Working with Children Card Completion of all OHS Modules

Authorised by: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Document: August 2025

Date for Review: August 2028