

# MARIST COLLEGE ASHGROVE



## ROLE DESCRIPTION COLLEGE CAREERS COUNSELLOR

*The Career Counsellor plays an essential role in the educational process at Marist College Ashgrove facilitating students in their career decision-making process. These responsibilities are carried out through a variety of modes.*

### PRINCIPAL ACCOUNTABILITIES

#### 1. CONTRIBUTES TO THE FAITH COMMUNITY OF THE COLLEGE by:

- Supporting the College's Catholic and Marist ethos in all relationships and associations with all staff, students and families
- Role-modelling appropriate attitudes and behaviour towards members of the College Community
- Actively participating in the sacramental life of the College
- Encouraging respect for others, especially those from diverse backgrounds
- Maintain standards of practice that are consistent with relevant codes of conduct, membership of professional associations and the ethos of the College.

#### 2. PROVIDES PROFESSIONAL SUPPORT TO STUDENTS AND FAMILIES by providing:

- a neutral sounding board for career discussions
- immediate and longer-term pathway options
- transition support and
- working with teachers to enable them to have career conversations.

### SPECIFIC DUTIES

- Counselling students regarding career direction and appropriate and achievable decision-making;
- Liaising with relevant stakeholders in order to assist student planning;
- Conducting meetings with students, parents and staff where appropriate;
- Referring students as required to other professional support services;

- Liaising with families when necessary regarding student pathway options;
- Participating in student orientation and presentations as appropriate across the Years 5-12 continuum and at subject information evenings;
- Liaising with Learning Enrichment staff & Pastoral Leaders in order to support student pathway options;
- Liaise regularly with counselling staff to share information;
- Keeping appropriate professional records;
- Attending relevant professional development and meetings with professional peers;
- Attend relevant University career days, professional development meetings etc to maintain current knowledge of this dynamic area;
- Keeping abreast with various career pathways, courses and developments in the field of careers and disseminating this information to students, parents and staff in a timely manner;
- Collaborating in the development, planning and delivery of appropriate Careers programs for all class levels;
- Conduct interview skills training and job application support for students who may be seeking part-time work or who may be applying for a tertiary course with an interview component as part of their entry requirements;
- Collaborate with Head of VET and Careers in relation to work experience & Workplace Skills Course;
- Work with students as they develop and adjust their Senior Education and Training Plan (SETP), including undertaking interviews annually with members of the Year 9 & 10 cohort;
- Act as a reference point for Pastoral Leaders in the junior secondary subject selection process;
- Represent the College at meetings and seminars to maintain and develop knowledge of the wide range of options available to students;
- Supporting students applying through the Queensland Tertiary Admissions Centre (QTAC) process, including application for Special Consideration;
- Counsel students through the subject change decision making process as required;
- Assist the Academic Care Team with Academic Interviews as required;
- Disseminating university scholarship and Year 12 university course admission information to interested parties and support & monitor progress;
- Providing students with information and application for UCAT and other special entry requirements;
- Advertise available school-based apprenticeships, liaise between students and prospective employers regarding SATs and complete sign-up processes for SAT's;
- Oversee the maintenance of a well-resourced Career Resource Centre including a reference Library of careers information and handbooks from tertiary institutions in Queensland, interstate and overseas;
- Organising College Careers Week and lunchbox information sessions;

## REPORTING

The position reports to the Deputy of Learning and Teaching and works under the immediate supervision of Head of VET and Careers.