



TITLE:	Careers Adviser (job-share)
AWARD/AGREEMENT:	Scotch Oakburn College (Staff) Enterprise Agreement
EMPLOYMENT STATUS:	Permanent part-time
HOURS OF WORK:	17.5 hours per academic week plus Professional Learning Days as rostered and set in the College Calendar
CLASSIFICATION:	Tier 6
REPORTS TO:	Senior Careers Adviser
LOCATION:	Penquite Campus
QUALIFICATIONS:	Minimum of Certificate IV in Career Development (or equivalent), or willingness to work toward.
MANDATORY CLEARANCES:	<ol style="list-style-type: none"> Working with Vulnerable People (Children) Registration National Police Certificate (Schedule 1 Record)

The College:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has four campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House students who come to us from intrastate, interstate and international locations.
- **Penquite Campuses (Middle and Senior)**, located 2.5km from our Elphin Campus
 - Home to our Middle School students (Years 6 to 8)
 - Home to our Senior School students (Years 9 to 12).
- **Valley Campus**, located in the Fingal Valley just over an hour’s drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.



Scotch Oakburn College is accredited by the **Australian Childhood Foundation** in recognition of its commitment to **child safety standards**.

Child safeguarding screening, selection and training practices form part of the recruitment and selection process, and employment conditions for all positions at the College.



The Role:

The Career Adviser supports students in navigating their future pathways by delivering a comprehensive Career Education and Counselling Program that aligns with current theories, research, and national policies. This role involves providing developmentally appropriate, culturally sensitive guidance and fostering self-reliance in career decision-making through individual counselling, group activities, and access to accurate, up-to-date information about education, training, and vocational pathways. The Career Adviser also plays a critical role in supporting students' transitions to post-school environments. This dynamic role ensures students are empowered to pursue meaningful and informed futures, while actively contributing to the Futures Centre and the broader College community.

Key Duties and Responsibilities:Career Education and Counselling:

- Implement the Career Education and Career Counselling Program, including regular evaluations, feedback-driven improvements, and alignment with relevant theories, research, and national policies, for all students and involving parents and care givers where appropriate.
- Deliver career planning advice and support that is developmentally appropriate, culturally sensitive, that fosters self-reliance in career planning and decision-making and is grounded in sound theoretical principles.
- Manage and disseminate up-to-date information regarding education, training, and vocational pathways. Provide timely and accurate information to students and parents to support informed decision-making.
- Organise activities that enable students to explore careers and engage with professionals in various fields. Host lunchtime information sessions and guest speakers to provide insights into career pathways.
- Regularly liaise with external organisations and agencies, including universities, TAFEs, government agencies, recruitment agencies, and employers, on career education and training initiatives to enhance the College's Careers Education Program.
- Support students in developing life skills to manage transitions to post-school environments, lifelong learning, and work, including 'gap' placements and access to other practical work experiences. Refer students and parents to relevant external career and transition services when appropriate.

Collaboration across programs and initiatives:

- Assist Junior School, Middle School, and Senior School staff with career education and transition support as required. Provide advice and support to teaching staff on integrating career-related content into the curriculum.
- Actively participate in and contribute to relevant meetings with students, parents and staff, to ensure effective communication of information and alignment of services with students needs relating to student pathway and career planning. These include, but not limited to TCE Year Group Meetings and Post Year 12 Planning Meetings.
- Work collaboratively with the Director of Teaching and Learning and Head of Penquite Campus - Senior to assist with Year 11 subject selection processes, as required. Attend subject selection information evenings.

- Coordinate VET opportunities for Year 11 and 12 students, including managing VET participants and trainers, in accordance with College policies and procedures.
- Support the planning and delivery of the Year 9 Future's Week, as required.
- Promote and support Round Square Association projects and exchange opportunities within the school community.

General:

- Coordinate and contribute content relating to career education and planning for inclusion in newsletter communications for the College and Futures Centre.
- Attend and/or represent the College at relevant expo's and events, including the Independent Schools Expo.
- Maintain and update knowledge of resources, tools, and training required to assist students in making informed decisions about their futures.
- Undertake additional duties assigned by the Head of Senior School and Deputy Principal, Penquite to support the objectives of the Futures Centre and the College.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is a collaborative role, with general direction provided on a day-to-day basis. Guidance and advice are available from the Head of Penquite Campus, Senior as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives. This role is accountable for the supervision and performance of direct reports.

Organisational Relationships

Reports to:	Senior Careers Adviser
Direct Reports:	Project Officer, Futures Centre Administrative Officer, Futures Centre
Key Internal Relationships:	Principal Heads of Penquite Campus (Middle and Senior) Director of Teaching & Learning Penquite House Heads Heads of Department Members of the Penquite staff team College students
External Relationships:	Parents, carers and other members of the College community Tertiary education providers External work experience host organisations
Leadership Teams:	Not applicable

Safeguarding Children and Young People

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required to maintain valid Working with Vulnerable People documentation and undergo periodic National Criminal History record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

Work Health and Safety

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

Knowledge and Experience:

Demonstrated knowledge and experience is required in:

- Career Development Theories and Practices. Strong understanding of career development frameworks, counselling techniques, and national policies related to education and vocational pathways. Knowledge of transition planning, self-reliance building, and culturally appropriate guidance to support diverse student needs.
- Education and Training Systems. Comprehensive knowledge of Australian education systems, including vocational education and training (VET), tertiary pathways, apprenticeships, and employment opportunities. Familiarity with subject selection processes, TAFE and university admissions, and relevant government programs.
- Program Coordination and Stakeholder Engagement. Proven experience in developing, implementing, and evaluating career education programs, including collaboration with internal and external stakeholders. Ability to build strong networks with universities, training providers, employers, and government agencies to enhance career opportunities for students.
- Communication and Interpersonal Skills. Excellent written and verbal communication skills to engage effectively with students, parents, staff, and external organisations. Experience delivering workshops, hosting events, and providing tailored advice to support informed decision-making and positive transitions to post-school environments.

In accordance with its Recruitment Policy, Scotch Oakburn College is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

1. **Expertise in Career Development:** Demonstrated knowledge of career development theories, counselling techniques, and current Australian education, training, and employment pathways, including VET, tertiary education, and apprenticeships.
2. **Program Coordination and Delivery:** Proven ability to design, implement, and evaluate career education and counselling programs, including coordinating activities, events, and initiatives to support student exploration and transition planning.
3. **Communication and Interpersonal Skills:** Strong written and verbal communication skills with the ability to engage effectively with students, parents, staff, and external stakeholders, delivering tailored advice and facilitating workshops or information sessions.
4. **Stakeholder Engagement and Networking:** Experience building and maintaining relationships with external organisations such as universities, training providers, and employers to enhance career education opportunities and outcomes for students.
5. **Commitment to Professional Growth:** Demonstrated commitment to staying updated on career development trends, resources, and tools, with the ability to adapt programs and practices to meet the evolving needs of students and the school community.
6. **Safeguarding Children:** Demonstrated commitment to actively contribute to the College's safeguarding culture for children and young people, including an understanding of the College's policies in relation to Child Safety.