

TITLE	Careers Advisor
EMPLOYMENT STATUS	Part Time – 0.6FTE
DEPARTMENT	Teaching and Learning
ENTERPRISE AGREEMENT	Launceston Church Grammar School General Staff Enterprise Agreement 2023-2025
EA CLASSIFICATION	School Administration Services Grade 7
REPORTS TO	Assistant Director of Learning
REPORTS	Nil
LOCATION	Senior Campus

Scope of position

The Careers Advisor is responsible for leading the delivery of career education, counselling, and pathway support for senior secondary students in Grades 10 to 12. The role provides individual and group guidance, coordinates key careers programs and events, and supports students, families, and staff in preparing for successful transitions to tertiary study, training, and employment.

The Careers Advisor is the sole staff member in this role and operates in a highly self-directed manner, reporting to the Assistant Director of Learning. The role requires sound judgement, discretion, strong interpersonal skills, and the ability to engage effectively with a wide range of internal and external stakeholders.

Key Relationships

INTERNAL	Students, particularly those in Grades 10 to 12, parents and carers, Assistant Director of Learning, VET and Workplace Learning Coordinator, Director of Learning, Heads of House, teaching staff, support staff, and senior leadership.
EXTERNAL	Universities, TAFE and training providers, employers, professional associations, community organisations, and Careers Advisors from Co-Op schools.

Duties and Responsibilities

CAREER COUNSELLING AND PATHWAY SUPPORT

- Deliver compulsory one-on-one career counselling sessions for all Grade 11 and 12 students.
- Support Grade 12 students with tertiary applications, scholarships, and accommodation processes.
- Provide guidance to students in relation to post-school pathways, including university, training, apprenticeships, and employment.
- Support students with work readiness, including résumé and cover letter writing, job search skills, and mock interviews.
- Administer and interpret Morrisby Profile testing for Grade 10 students, including follow-up discussions.

CAREERS EDUCATION AND PROGRAMS

- Plan, deliver, and evaluate the *Journey of You* careers program as part of the broader Grade 10 Enrichment Weeks Program.
- Deliver whole-grade presentations on key careers and pathway processes.
- Promote and support university extension programs, including the UTAS High Achiever Program and University Connections Program.
- Organise and supervise careers-related school visits and information sessions.

SUBJECT SELECTION AND TRANSITION SUPPORT



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- Provide a high level of support throughout the TCE Subject Selection process, including advice to students, parents, and staff.
- Support students to make informed subject selections that align with their interests, strengths, and post-school aspirations.
- Prepare detailed, accurate, and accessible resource materials to support subject selection and pathway planning.

EVENTS, PARTNERSHIPS, AND COMMUNICATION

- Undertake shared responsibility for planning and delivering the annual Co-Op Schools Careers Expo in partnership with Careers Advisors from Launceston Christian School, Scotch Oakburn College, and St Patrick's College.
- Provide timely and accurate careers information to students, parents, and staff through school communication platforms, including myGrammar.
- Develop and maintain effective relationships with universities, TAFE and training providers, employers, professional associations, community organisations, and other relevant stakeholders.

ADMINISTRATION AND REPORTING

- Prepare and present the annual Tertiary Study Applications and Offers Report to senior leadership.
- Manage the Careers Centre budget and associated purchasing processes.
- Maintain accurate records and documentation relating to student pathway planning, career counselling, and program delivery.

OTHER DUTIES

- Model and demonstrate constructive working relationships and information exchange within the team and across the organisation
- Other duties consistent with the position where required and/or requested by the Assistant Director of Learning / Director of Learning
- Build and maintain effective relationships and relevant internal and external stakeholders to ensure requirements are met
- Take reasonable care for your own personal health and safety and the safety of others in the workplace (visitors, contractors, and members of the public)
- Demonstrate the School values
- Ensure activities comply with relevant statutory and regulatory requirements, legal demands, and professional and ethical standards

WORKPLACE HEALTH AND SAFETY - WORKER

- Take reasonable care for your own health and safety
- Take reasonable care that your acts or omissions do not adversely affect the health and safety of others
- Comply, so far as you are reasonably able to, with reasonable instruction provided by the School
- Co-operate with reasonable policy and procedure relating to health and safety at the workplace that has been notified to staff by the School including reporting any hazards, incidents and near misses.

Key Selection Criteria

QUALIFICATIONS AND EXPERIENCE

Essential

- A CICA-endorsed Graduate Certificate in Career Development, or a relevant bachelor's degree in a field such as education or psychology together with a Certificate IV in Career Development, or a higher-level qualification.
- Demonstrated knowledge of tertiary application processes, TCE subject selection, and post-school pathways.
- Strong interpersonal and communication skills, with the ability to engage effectively with young people, parents, and staff.
- Proven ability to plan and deliver programs, events, and presentations in an educational setting.
- High-level organisational and administrative skills, including record-keeping and budget management.
- Demonstrated ability to work independently, exercise discretion, and manage competing priorities.

Desirable



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- Experience in a school-based careers advisory or counselling role.
- Familiarity with Tasmanian education systems, including TCE, ATAR, and UTAS extension programs.
- Training and experience in Morrisby Profile testing and administration.
- Experience with counselling frameworks such as narrative counselling.
- Knowledge of digital careers platforms and online education resources.

CERTIFICATIONS

- **Working with Vulnerable People Registration** – Department of Consumer, Building and Occupational Services.
- **National Police History Record Check** – Tasmania Police
- **Driver's Licence** – A current (open) driver's licence
- HLTAID012 – **Provide First Aid in an Education and Care Setting**
- HLTAID009 - **Provide CPR**

Attitudes and personal qualities

- Supportive of the Anglican Ethos of Launceston Church Grammar School
- Honest, trustworthy and ethical
- Demonstrated ability to work autonomously and effectively in a highly self-directed role.
- Strong interpersonal and relationship-building skills.
- Sound judgement, professionalism, and discretion.
- Clear and confident communication skills, both written and verbal.
- Strong organisational skills and the ability to manage competing priorities.
- Capacity to maintain confidentiality and respond appropriately in sensitive situations.
- Initiative, flexibility, and a commitment to continuous improvement.

Safeguarding Children and Young People

Launceston Church Grammar School is an Australian Childhood Foundation Accredited School and we take the safeguarding of children and young people seriously.

- Ensure all Launceston Church Grammar School policy compliance is met;
- 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 valid working with vulnerable people registration; and
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.