



THE
HAMILTON
AND ALEXANDRA COLLEGE

Head of Careers Commencing Term 1, 2021

A permanent full-time position commencing Term 1, 2021. This role at The Hamilton and Alexandra College includes 0.8 fte co-ordinating and leading the Careers Programme and 0.2 fte teaching role.

The Hamilton and Alexandra College has a strong academic programme within a broad and balanced curriculum. This is a permanent position made available by the retirement of a long-standing member of staff.

The successful applicant will be expected to teach at a range of year levels and will be:

- experienced in the field of careers education and able to assist students with career information, planning and management
- aware of the latest trends in employment and career needs
- a member of Career Education Association of Victoria (CEAV), or willing to join
- aware of the CEAV Code of Ethics published by the Australian Centre for Career Education and willing to follow these guidelines
- aware of the role of all State and Tertiary admission centres in Australia, especially VTAC, in the tertiary selection process and deadlines
- willing to attend Career Practitioner events and to build networks and contacts with tertiary institutions
- eager to establish and maintain contacts with Victorian and interstate tertiary institutions
- willing to assist any students investigating overseas tertiary study
- passionate and enthusiastic about their subject area and able to share this with their students
- able to teach in their subject area from Year 7 through to VCE levels
- able to take on a House Mentor's role. The House Mentor is the first point of contact for parents of students in a Pastoral Care Group under the direction of the Head of House
- available for commencement of full duties at the commencement of the 2021 school year

Applicants must be fully qualified and registered to teach in a Victorian School and have VIT teacher registration or interstate equivalent. Teachers without registration cannot be considered.

A full and up to date police check is also required for all candidates.

All staff are expected to be involved the school's extracurricular program. A mentor is appointed for all new teachers at the College.

Applications must include curriculum vitae and day and after-hours contact details of three professional referees.

Address applications to: The Principal

Email to: admin@hamiltoncollege.vic.edu.au

Due date: 5pm on Monday 3 August.

For more information about The Hamilton and Alexandra College, please visit www.hamiltoncollege.vic.edu.au

WWW.HAMILTONCOLLEGE.VIC.EDU.AU

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