

CAREERS PRACTITIONER

Commencing Term 1, 2023

The Hamilton and Alexandra College is a proud regional, independent, co-educational, day and boarding school from Early Learning to Year 12. The College is fiercely aspirational, and everyone is known, valued and challenged. College is proud of its rich history of strong academic accomplishment matched with connectedness in life.

The College has a future focused academic program that nurtures and develops the growth of the whole child, providing opportunity to pursue and develop passions and to achieve the highest standard of which they are capable of. Small class sizes are prioritised and the community of staff and parents work together for the best possible outcomes for every student.

POSITION

This full-time, permanent position commencing Term 1, 2023 will involve co-ordinating and managing the school's Careers Programme. Depending on the preferred candidate, this will either be a 1.0 FTE Careers Practitioner position or 0.8 FTE Careers and with 0.2 FTE teaching.

An attractive remuneration package commensurate with the responsibilities of this position. Generous relocation allowances will be offered to experienced teachers with demonstrated VCE success. Children of teaching staff educated at the school receive considerable remission off tuition fees. Leadership and coaching opportunities exist for qualified applicants.

Please note there are some holiday expectations relating to Year 12 application support over Christmas period, also for work experience.

Careers are changing at a rapid rate and College supports every student to follow their confident future. The successful applicant will require a passion and enthusiasm for employment trends and developments.

The successful applicant will be expected to be:

- Experienced in the field of Careers Education and able to assist students with career information, planning and management
- Qualified with a Graduate Certificate in Career Development or higher
- Aware of the latest trends in employment and career needs
- Aware of the role of all state tertiary admission centres in Australia, and especially VTAC, in the selection process and deadlines
- Willing to assist any students investigating overseas tertiary study
- 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
- Eager to attend Career Practitioner events and to build networks and contacts with tertiary institutions and eager to establish and maintain contacts

WWW.HAMILTONCOLLEGE.VIC.EDU.AU

Senior and Middle Years 1 Chaucer St Hamilton Vic 3300 **E** reception@hamiltoncollege.vic.edu.au **P** +613 5572 1355

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- Oversee all Year 10 and 11 Work experience applications plus implement Morrisby testing and advise on subject selection.
- Passionate and enthusiastic about their subject areas and has a strong rapport with students
- Able to teach in their subject area (0.2 FTE workload) at a range of year levels from Year 7 onwards, including at VCE levels
- Fully qualified and registered to teach in a Victorian School. The applicant must have VIT teacher registration or interstate equivalent. Teachers without registration cannot be considered. A full and up to date police check is required for all candidates

Key Responsibilities

- To manage small group sessions with students – to enable in depth discussion and individual assistance. Regular reflection of subjects and topics within subjects.
- Meeting with students and parents/carers when requested and required – work together to reach the best outcome for the student, knowing that it is student-driven. Parent perspectives add depth to the discussion. Students take responsibility for their decisions and the activities required of them to make things happen.
- Meet with subject teachers and students when progress reports are required.
- Predicted ATAR meetings with co-ordinators, students and parents/carers.
- Ascertain post-secondary pathways for students – explanations, discussions, points of reference to enable students to understand what these are and the requirements.
- Provide Tertiary Admission Centre information to students and parents/carers – selection procedures for selection.
- Regular parent/carer emails updating student progress.
- Attend VTAC Information sessions and webinars and to alert parents to current information
- Keeping current with prerequisite information for higher education, TAFE and other courses
- Researching Early Entry Programs and key audiences; keeping students, parents/carers aware and informed.
- Provide students and parents/carers with assistance and resources for all interstate applications and procedures:
 - Assisting students with Admissions Centres applications through VTAC, UAC, SATAC, TISC, UTAS
 - Assisting students with SEAS, EAS, SRS, Scholarship processes
- Ensuring that students access information about all courses in their interest areas throughout Australia.
- Provide information and resources for students interested in applying overseas – SAT Testing for US applications and Cambridge Admissions testing for UK applications.
- Attend tertiary institution Career Practitioner seminars – Terms 1, 2, and 3.
- Provide venue for STAT testing – SATAC.
- Assist students with Change of Preference during the COP times for VTAC and interstate admissions centres.
- Subject selection interviews with parents, students and co-ordinators.
- Maintain ongoing connections with Alumni for mentoring and contact opportunities.
- Maintain and develop career resource centre – needs to be vibrant and current. Displays and resources for institutions, including Early Entry, Scholarships, apprenticeships/traineeships.
- Assist with work experience opportunities – ensure all documents completed.

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- Be available for 'drop-in' sessions with students – during their study periods, recess and lunchtimes, and after school.
- Maintain records of student progress and meetings. Feedback emailed to parents.
- Assist with resumes, interview skills, cover letters.

A SAFE AND SUPPORTIVE WORKING ENVIRONMENT

All staff at The Hamilton and Alexandra College are expected to be a Mentor in the College's student wellbeing program and to be involved the school's co-curricular program.

A staff mentor is provided to all newly appointed teachers at the College.

The Hamilton and Alexandra College is a child safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants will be required to hold a current Working with Children Check or willing to obtain one.

APPLICATION PROCESS:

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

Address application to:

The Principal, Dr Andrew Hirst

Principal@hamiltoncollege.vic.edu.au

Applications must be received no later than Monday, 29 August 2022.

*****Earlier applications are welcomed and encouraged*****

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