



# Stella Maris

COLLEGE MANLY

*A School of Good Samaritan Education*

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## Careers and Pathways Advisor Role Description

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### Stella Maris College Mission and Vision

Stella Maris College, a school of Good Samaritan Education, recognises and respects the individuality of each person who forms part of the College community. This Catholic community is committed to providing an inclusive education through a variety of quality learning experiences, which enhance the development of our students in the Benedictine Tradition. Stella Girls are challenged to be innovative, creative and collaborative learners in order to achieve their full potential. They are empowered to meet the demands and challenges of the twenty-first century and to take their place as young women who will make a significant and positive difference in our world.

### Role Description

The College Careers and Pathways Advisor:

- Will develop and implement a careers and pathways program that is reflective of the mission and strategic direction of the College
- Will oversee the development and delivery of careers education programs for students from Year 9-12 that align with the wellbeing team's focus on fostering student growth
- Will provide opportunities for students to undertake career assessments, work experience and transition opportunities for post school pathways

### Key Areas of Responsibility

The College Careers and Pathways Advisor:

- Is responsible and accountable to the Assistant Principal Wellbeing
- Works with the Heads of Year to run career education programs that are relevant and targeted to that cohort. The Advisor consults with Heads of Year about individual students who may need additional support
- Liaises with the Head of VET and the Head of Inclusive Learning to provide appropriate pathways for students, post-school
- Is available for students and their parents/carers for careers, course and subject advice
- Manages the College careers site to display current information and opportunities for the community
- Provides assistance in preparation for scholarships, cadetships and other post -school opportunities

## Role, Duties and Responsibilities

- Develop a comprehensive career education program that allows students to explore both current capabilities and areas for growth, to assist them to find suitable post-school pathways
- Work with the Wellbeing team to prepare materials suitable for each year group to assist students to explore possible career options
- Create presentations on careers and post-school pathways for students, staff and parents/carers
- Prepare and distribute information and provide advice to students and parents/carers about career pathways, tertiary courses and requirements, and subject selection
- Assist students in the completion of early entry and scholarship applications and offer opportunities for mock interviews for scholarship places
- Manage the approvals for early entry applications for the College
- Liaise with external stakeholders including work experience providers and careers expo providers
- Attend careers advisor meetings and conferences and university information days for advisors
- Source providers for apprenticeships and traineeships and liaise with job pathways providers, equity access schemes and community-based employment services
- Coordinate other career activities such as defence force presentations, tertiary and industry guest speakers
- Coordinate transition plans for students who need to transition to post-school placements with support
- Create an online hub for students and parents/carers to explore career pathways and highlight new information in the weekly newsletter
- Oversee the Careers Office, manage the career education resources, including websites, career assessment tools, books and displays
- Manage the Careers and Pathways budget
- Initiate and access appropriate professional development and training for self-improvement in the position
- Collate historical data on course offerings and careers
- Collect ATAR data from students
- Explore the alumni network to provide career information and opportunities for students
- Work with the Director of Professional Learning and Pedagogy to mentor new scheme teachers
- Undertake other duties as specified by the College Principal

## Essential Criteria

- Relevant tertiary qualifications in careers counselling and/or psychology
- High order interpersonal and networking skills
- Experience in managing communications to key stakeholders
- Excellent written and verbal communication skills and presentation skills
- Ability to manage a complex workload, to assign priorities and work to deadlines
- Ability to coordinate events
- Ability to remain calm and composed under pressure and work collaboratively with colleagues

## Reporting Relationship

- Reports to the Assistant Principal Wellbeing

## Operational Relationship

- Responsible to the Assistant Principal Wellbeing, working closely with Heads of Year and the Assistant Principal Learning and Teaching

## Consultation Relationships

- Liaises with the Head of Inclusive Learning on pathways for students
- Liaises with the Head of VET on pathways for students
- Liaises with Heads of Department in regard to pathways for students
- Liaises with external agencies to provide opportunities for students

## Conditions/Hours of Duty

- Teacher classification in accordance with the Current AIS NSW MEA Agreement
- Paid at Co-ordinator 2
- Teaching load is 0.7

## Applications

Applications should include:

- A cover letter addressed to the Principal, Stella Maris College, 52 Eurobin Ave, Manly NSW 2095
- A Stella Maris College Application for Employment form
- A Curriculum Vitae
- A statement addressing the essential selection criteria above

Only electronic applications will be accepted.

Please email your application to [employment@stellamaris.nsw.edu.au](mailto:employment@stellamaris.nsw.edu.au) by 5:00pm on the closing date.

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