

## Careers & Pathways Advisor

**Reporting to:** Faculty Leader – Identities and Futures

**Location:** Concordia College, Concordia Campus, 24 Winchester Street Highgate

**Classification:** As determined by the College within the current *Lutheran Schools SA Enterprise Agreement 2024*.

**Tenure:** Ongoing

**Time Allowance:** Part time 0.5FTE (up to 1.0FTE with a 0.5FTE teaching allocation if desired)

### Role Description

The Careers and Pathways Advisor is responsible for providing relevant and current careers and pathways advice to students to make informed decisions in relation to their preferred future pathway.

### Essential Requirements

- current South Australian Teacher's Registration (if applicable)
- relevant school teaching qualifications (if applicable) and experience appropriate to the role
- LEA accreditation appropriate to the role (if applicable)
- qualification and/or relevant professional learning (completed or in progress) that supports the role
- a demonstrated commitment to ongoing professional growth through school-based initiatives, short courses, or other relevant development opportunities
- experience in using contemporary digital technologies
- current Working with Children Check and RRHAN-EC
- First Aid accreditation

## Selection Criteria

<b>Leading Careers &amp; Pathways</b>	<ul style="list-style-type: none"> <li>• implement processes that will enable students to access relevant careers and pathways information and advice</li> <li>• facilitate student transition from school into the next phase of life</li> <li>• be familiar with College subject choices, VET programs and career information that is currently provided to students</li> <li>• provide current careers and pathways information and support for students including updating and communicating information from Universities, TAFE and other post-secondary providers</li> <li>• provide current information relevant to accessing post-secondary education opportunities</li> <li>• explain to students their course options and requirements at TAFE, university or other providers</li> <li>• have current knowledge about government provided support available to students in their future pathways</li> <li>• communicate concerns in relation to students' subject choices, careers decisions and pathways options to appropriate personnel within the College</li> <li>• liaise closely with the Faculty Leader – Identities &amp; Futures, VET Coordinator, Senior School Leader, Senior School Learning Leader and Year Level Leaders as required</li> <li>• assist students to discover the careers that best suit their interests, values and personality</li> <li>• advise and collaborate with teachers and other staff members regarding the counselling of students about career pathways and transition and subject choice in the context of processes already established at the school</li> <li>• provide parents with information as relevant</li> </ul>
<b>Culture</b>	<ul style="list-style-type: none"> <li>• has an understanding of and demonstrates a strong commitment to the ethos and practice of Lutheran schooling and Christian living</li> <li>• ensures our Christian values are visible</li> <li>• demonstrates, expects and communicates behaviours that reflect the values and culture of the College</li> <li>• establishes and maintains high expectations of staff and students</li> <li>• acknowledges successes and encourages collegiate support</li> <li>• contributes to College-wide initiatives at the year level</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• a lateral thinker and positive problem solver</li> <li>• task and unit design that supports all students</li> <li>• shows professional judgement and initiative</li> <li>• appropriate knowledge of relevant digital technologies</li> <li>• familiarity with College curriculum frameworks</li> <li>• familiarity with and implements Restorative Practices</li> <li>• understanding of appropriate pedagogies for students</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• exceptional communications skills that build positive, professional and collaborative relationships with staff, students and families</li> <li>• consistently shows support for school wide policy initiatives and strategic plans, both within and outside the College</li> <li>• communicates a passion for education as a transformative agent within the lives of young people and adults</li> <li>• collaborative</li> <li>• high level digital technology skills</li> <li>• displays personal integrity, honesty, resilience and courage</li> <li>• demonstrates excellent professional judgement and initiative within the scope of the role</li> </ul>