



Student Careers Development Practitioner

Yirramboi Campus

Ongoing position, full-time or part-time applications considered

Commencing 18 July, 2022 (negotiable)

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for approximately 2,000 students across two campuses located in Keilor and Taylors Lakes.

Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family, as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.

It is expected that all staff will support the Christian ethos of an Anglican school, innately believe that students are at the beginning and centre of all decisions in a school, be IT literate and be willing to participate in our co-curricular program.

Position Description	
Position Title	Student Careers Development Practitioner
Campus	Yirramboi Campus, Keilor
Position Summary	<p>Under the leadership of the College Careers Development Leader, the Student Careers Development Practitioner provides expert guidance and support to students, families and key staff regarding student career planning and related subject selection processes within the College.</p> <p>While predominantly focused upon students in Years 10-12 (Senior School), there is some involvement with Year 9 students. This position is also supports College connections with relevant external stakeholders providing learning pathways for Overnewton graduates.</p>
Organisational relationships	<ul style="list-style-type: none"> • This position is operationally (day to day) accountable to the College Careers Development Leader who is accountable the Head of Senior School (and Year 9, as appropriate). • Internal liaisons of this position include: Head of Senior School, Deputy Head of Senior School, Year Level Leaders, the Senior Studies Leader and administration staff.

Role Management and Review	<p>In relation to setting goals, managing performance and program accountability, the Student Careers Development Leader will establish key performance indicators (KPIs) with the Student Careers Development Practitioner, within the first school term of appointment to the position. The incumbent's performance against these goals will be based on the key responsibilities and qualities and skills associated with the position, and in line with the College Exemplary Teacher review process, will be reviewed at least annually.</p>
Key Responsibilities including but not limited to:	<p>Under the leadership of the Student Careers Development Leader:</p> <ul style="list-style-type: none"> • Confirm Post-Year 12 pathway plans for all students in concert with Year Level Leaders (i.e. interviews, meetings, information sessions). • Communicate relevant tertiary pathways and processes to students, staff and parents. (i.e. VTAC, Open Days, Scholarships, Industry programs and others). • Provide guidance and information to Heads of Year and other staff regarding internal subject selection and tertiary pre-requisite subjects. • Liaise as necessary with potential external providers of student pathways beyond Overnewton. • Assist in designing and coordinating and the College Careers EXPO or equivalent event • Assist in coordinating and implementing student and parents career planning information sessions. • Liaise and communicate with Heads of Year to provide high quality students career planning support. • Undertake subject selection preparation and counselling. • Attend Student Support Group meetings as required. • Carry out other duties as required by the Student Careers Development Leader.
Key Qualities	<p>Within the context of the role described, the incumbent will be expected to have, and performance will be measured against, the following key qualities:</p> <ul style="list-style-type: none"> • Demonstrated exemplary teaching skills and capacity to provide leadership leading to the achievement of quality learning outcomes for all students. • Demonstrated strong interpersonal skills and capacity to develop and sustain productive relationships within and beyond the school community. • Demonstrated commitment and capacity to ensure consistency of learning opportunity for all students at each year level from Preparatory to Year 12 across both campuses. • Capacity to use analytical skills to contribute to educational outcomes. • Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes for the College. • Demonstrated support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values. Support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values.
Relevant Skills, Knowledge and Experiences	<ul style="list-style-type: none"> • Experience in educational organisations • Experience working with older adolescent people • Careers guidance experience • Experience in VET administration and implementation and VCAL an advantage

	<ul style="list-style-type: none"> • Demonstrated capacity for high quality verbal and written communication with students, staff and parents • Demonstrated capacity to coordinate and implement role related events and functions • Quality and nature of resources, events and opportunities for students and staff related to College Student Careers Development.
Qualifications	<ul style="list-style-type: none"> • Appropriate formal qualifications in student Career Development related field • Teacher qualifications and VIT registration preferred but not essential
Conditions of Employment	<ul style="list-style-type: none"> • All teachers will hold current registration with the Victorian Institute of Teaching (VIT). • All education support staff will have a current Working with Children's Card (Employee). • All staff will be required to hold a current and valid COVID-19 Vaccination Certificate or Exemption. • Compliance with <i>Pandemic COVID-19 Mandatory Vaccination (Specified Facilities) Order 2022</i> is a legal condition of employment. • It is expected that all staff will support the Christian ethos of an Anglican school. • Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free. • Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.
Application Process	<p>Written applications addressing the key responsibilities and key qualities should be emailed to humanresources@overnewton.vic.edu.au.</p> <p>Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact Natalie Dedman (Ext: 115)</p> <p>In the first instance, further enquiries about this position should be directed to the Head of Human Resources, Di Nunan (Ext: 147)</p>
Selection Process	<p>A preliminary short list of applicants will be prepared and first-round interviews conducted by a panel which will include the Head of Senior School. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.</p>

CLOSING DATE FOR APPLICATIONS: Friday 3 June, 2022

Overnewton Anglican Community College	
Vision	A community of Learners Embracing the Future
Mission	Overnewton Anglican Community College strives to be an inclusive learning environment with a strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.
Values	<p>Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.</p> <p>COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.</p> <p>LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.</p> <p>RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.</p> <p>EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.</p>
Website	Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au .