



POSITION: Careers Co-ordinator

REPORTS TO: Head of Campus

LOCATED: Multi Campus setting

- Melbourne CBD
- Prahran
- South Melbourne
- Sunshine
- Werribee

DATE UPDATED: May 2024

ORGANISATIONAL ENVIRONMENT

Hester Hornbrook Academy (HHA) is a Special Assistance School which provides flexible education and learning options, including VCAL (Victorian Certificate of Applied Learning), VETiS (Vocational Education and Training in Schools), VPC (Victorian Pathways Certificate), VM (VCE Vocational Major), VCE and an *extend* program offering a variety of elective subjects. Recognising that mainstream education is not suitable for all young people, our programs are driven by the personal pursuits of students. Our HOPE – Healing Orientated Program of Education informs our Practice model which ensures the integration of academic intervention and growth with wellbeing and life skills. Teachers, Youth Workers, and Education Support Officers (ESOs) work together to support students to reach their individual goals. Our students include those who have disengaged from mainstream education, are young parents, currently in or leaving out of home care, experiencing homelessness and those who may be experiencing mental health challenges or learning difficulties.

JOB CONTEXT

Each HHA classroom is supported by a team comprised of a teacher, educational support staff and youth worker. The classroom team collaborates to provide a safe, respectful, and productive learning environment. The team works in partnership with the students to understand and address the barriers to learning, to set and achieve academic pathways and other life goals. All staff bring different and overlapping skills and experience to the classroom to provide a holistic response to the students' educational needs.

All roles within HHA will have a classroom allotment, this may include classroom instruction, management and supervision of students, assertive outreach, and involvement in our electives program.

JOB PURPOSE

The Careers Co-ordinator forms a part of the HHA staff and is a member of the Careers, Alumni, Pathways and Employment (CAPE) Team. This team will lead the careers, pathways and employment planning for all students within Hester Hornbrook Academy. The Careers Co-ordinator as part of the CAPE team is responsible for organising and implementing an integrated Careers and Pathways instructional program in accordance with curriculum and registration requirements.

The Careers Co-ordinator is expected to play an integral part in improving the transitions and pathways for every



student across each campus, ensuring that a Career Action Plan is developed for all students and is updated at least once per term.

A primary focus of the Careers Co-ordinator will be to manage Work Experience and Structured Workplace Learning and lead the future pathways planning for the young people of HHA to ensure successful transition from education to either further study or employment.

JOB OBJECTIVES

Duties of this role may include but are not limited to the following:

- Assist students to find information, make decisions and act to build appropriate career pathways using a strength-based approach
- Work with the Head of Positive Pathways to inform and advise students of further education requirements and pre requisites, including Open Days in TAFES, scholarship programs, fee structures, etc. through a variety of means including meeting, presentations to parents and students, school newsletters and bulletins and a Careers page using the Career Tools website
- Administration of the Career Tools Website for staff and students, including keeping student information up to date and providing support to staff to utilise within the curriculum.
- Oversee the Career Action Plans, Work Experience and Structured Workplace Learning programs for students ensuring they operate within legislative guidelines and provide learning opportunities for students
- Work with the Local Learning and Employment Networks (LLENs) and other local employer networks to identify employers of choice for Work Experience and Structured Work Placements and work with employers to develop appropriate programs in these workplaces
- Develop existing networks to expand student opportunities to complete micro credential courses to build their portfolio of skills and interests.
- Work across HHA to build capacity and knowledge of all staff to support students with careers, pathways, transitions and employment initiatives
- Attend and participate in Career & Pathway network meetings relevant to the campus locations
- Develop, implement and oversee a process for visits and wellbeing supports to students on Work Experience and Structured Workplace Learning
- Facilitate the implementation of Careers Curriculum Framework and Program for students in the school to develop learning and teaching programs that build skills students need to take their place in the world of work
- Work closely with Classroom Teams to provide tailored careers information and support to all students
- Meet on a regular basis as a CAPE Team with the Assistant Principal – Data and Student Outcomes; ensuring an agenda and minutes are prepared, to meet the Academy’s Strategic Plan
- Maintain a record of all careers related meetings and case notes of student interactions. Provide a monthly update to the Head of Positive Pathways.
- Effectively use school data to inform careers approaches and ensure positive outcomes for students
- Apply an understanding of our HOPE (Healing Orientated Program of Education) to support students in a way that allows them to Engage, Equip, Empower and Extend. While having a thorough understanding of a range of interventions that promote engagement and inclusivity, build rapport, and develop prosocial behaviours and relationships.



- Participate in regular supervision, supervise students, and complete additional duties as required, participate in whole school and campus meetings, the performance review processes and professional learning as required.
- Maintain competency with ICT systems such as Microsoft 365, Student Management Systems, Student Learning Platforms, and other programs utilised in the school community.
- Ensure that all Child Safe, risk management and HHA documentation is adhered to, whilst contributing to a culture of continuous review and improvement. and achievement of the HHA Strategic Plan (SP) and Annual Implementation Plans (AIP).
- Ensure services are delivered within the framework of MCM/HHA policies and procedures, legislative requirements, and meet the relevant service standards.
- Perform other duties and responsibilities, as directed by the Leadership Team of HHA.

KEY RELATIONSHIPS

This position may have relationships with a diverse range of HHA and MCM employees, external service providers, organisations, and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support. Examples of key relationships are detailed in the following table:

Internal Relationships	<ul style="list-style-type: none">• Employees from the HHA team (e.g., Youth Workers, Teachers & ESOs) and the broader MCM Group• Employees from the Education, Wellbeing and CAPE teams• Hester Hornbrook academy Students
External Relationships	<ul style="list-style-type: none">• Education Partners• Employers• Relevant community services providers• Student's communities.

KEY SELECTION CRITERIA

Applications to include a Cover Letter which highlights **how you have previously assisted a young person to improve their wellbeing outcomes which has resulted in success in educational outcomes, leading to learning for wellbeing** and a current CV with referees.

The following key selection criteria **must** be addressed in the application in order to be short listed for this position:

- Demonstrated understanding of the barriers to accessing employment, education &/or training and ability to deliver engaging and effective education in a Specialist/Flexible Senior School setting.
- Ability to build and maintain networks with local post school option providers such as training providers, TAFEs and other relevant organisations for students to transition to at the completion of their senior school certificates.
- Proven ability to manage a work experience and structured workplace learning program within a school environment.



- Knowledge of VET and alternative pathways and an appropriate level of careers education experience
- Ability to use student data to inform teaching and wellbeing approaches that improve student outcomes. and
- Effective classroom management skills in a context of trauma-informed practice, restorative practices, diverse student cohort and with students who have and exhibit multiple barriers to education.
- Demonstrated capacity to work flexibly, manage competing demands and to work as part of a team.

Essential requirements of all candidates:

- Computer literacy, including proficiency in the Microsoft suite of programs.
- Qualification in Careers Development or Careers Education
- Understanding of relevant legislation, including Child Safe Standards as they are relevant to a Senior Secondary School setting and satisfactory completion of safety screening including a National Police check, International Police check (if required), , and the right to work in Australia.

Desirable:

- Current Training and Assessment (TAE) qualifications for teaching of VETiS programs.
- VIT registration (Provisional or Full)
- Experience working in a non-traditional educational setting

ORGANISATIONAL REQUIREMENTS AND COMMITMENTS

- HHA/MCM's strategy is to create a working environment in which we have zero tolerance for compromised worker safety. As an employer we endeavour to provide a working environment that is safe for all employees and clients and adheres to Occupational Health & Safety regulations as an employer.

As an employee, you also have Occupational Health & Safety responsibilities as follows:

- To comply with all HHA/MCM policies related to Occupational Health and Safety in the workplace.
- Take reasonable care of your own health and safety in addition to the health and safety of your colleagues and clients who may be affected by your acts or omissions in the workplace.

COMPLIANCE

As an employee, you are expected to comply with the following:

- Comply with and actively support all position, division and organisational policies and procedures.
- Satisfactory completion of safety screening VIT Registration, Working with Children check, National Police check, International Police check (if required), and the right to work in Australia.

