



Job Title:	Careers Advisor (1.0FTE)
Reports To:	Deputy of Teaching and Learning
Direct Reports:	nil
Section of School:	Secondary
Liaises with:	Secondary Staff, Students, parents and external stakeholders

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Position Summary	The Careers Advisor contributes to the personal and academic development of students by assisting them in informed decision making and implementation. This person helps students at school plan their school journey and assists them in planning their future pathways. The Careers Advisor is a significant driver of programs that equip students to flourish at school, to develop the skills needed for academic success and to set aspirational goals. This includes design and implementation of positive education programs in Years 7 – 12. It is also anticipated that the Careers Advisor plays a role in assisting Heads of Learning and teachers with the placement of students in specific subjects and courses. Consultation with all Year 10 – Year 12 students to ensure they are firstly enrolled in the correct pathway and secondly to ensure they are on track to achieve WACE. The Careers Advisor is responsible for students from • Year 10 – Y12 • Year 7 – Year 9 • Year 6 transition information events for students The successful applicant will have extensive knowledge of both Western Australian tertiary institutions and those in other states, the Vocational Education and Training sector (VET) and employment opportunities. They will be able to mentor senior secondary students. The position requires attendance at a range of off-campus meetings and briefings throughout the year in school hours and out of hours, to maintain an appropriate professional knowledge base. It also requires close co-operation with Heads of Learning, Deputies and Deans, and regular updates to staff.



Key Responsibilities and Tasks

The role of the Careers Advisor is to contribute to the career education and decision-making of students via the below roles and responsibilities:

CURRICULUM DEVELOPMENT

- Lead Year 6 transition initiatives through assemblies workshops and pathway focused presentations, fostering student understanding of secondary academic pathways, goal setting and future career opportunities. Provide proactive careers education and guidance for students in years 7-9 through targeted workshops and seminars to support informed decision making regarding secondary subject selection, academic pathways and preparedness for future study and work
- Lead university pathway workshops to support students in navigating tertiary admissions processes, preparing university scholarship applications and pursuing future study and career aspirations
- Assisting/counselling students with subject choices, tertiary course choices, application and selection procedures
- Assisting/counselling parents/guardians with queries and information
- Coordinating careers and positive education programs for Years 10, 11 and 12
- Liaise with Deputy Curriculum and timetabler with regards to keeping school staff abreast of developments in post-secondary training and education and employment trends and contribute to cross-curriculum programs
- Liaise with HOLAs, Deputies in creation of subject prerequisites
- publishing/organising supply of, a kit for final year students and students leaving school of relevant contacts and support materials.
- Develop relevant SEQTA pages and develop student activities to deliver through SEQTA
- Create and develop an annual program of study for Year 10 – Year 12 for protective behaviours, mental health, career education and study skills (EdPlus)
- Contact person for all teachers delivering the EdPlus program
- Manage enrolment in and achievement of students in Endorsed Programs approved by SCSA

TESTING and DATA

- Review standardised testing data
- Review all Years 10 – 12 results and collate across semesters
- Generate predicted results for Year 11 and Year 12
- Analyse all relevant data and use data to identify concurrent student issues then work with HOLA's to form theories and hypotheses to dictate better practice
- Track students' performance in relation to graduation
- Keep abreast of changes in tertiary sectors

PUBLICATIONS

- Ensure database of students signed up to the School's Careers website is kept up to date and shared with homeroom teachers
- The Careers Advisor should be regularly informing the school community of careers activities such as Open Days, Industry Days, apprenticeship vacancies via relevant media.
- The Careers Advisor should also subscribe to relevant professional literature



EVENTS/ACTIVITIES

The Careers Advisor is responsible for:

- Assisting other staff in conducting industry visits, where appropriate
- Conducting information nights for students and parents contributing to local/regional or school-based careers nights/seminars
- Encouraging students to participate in programs offered by industry organisations and tertiary institutions
- Organise and conduct annual Career events (including LIFT week) for students and parents
- The Careers Advisor should instigate an annual series of speakers, including ex-students, representatives from industry, tertiary education, unions, and other relevant personnel
- Annual Career expo – overseeing responsibility bi-annual responsibility
- Assist with the coordination of Year 10 Workplace Learning, Year 10 LIFT Week and other student programs.

CAREERS COUNSELLING

The Careers Advisor is responsible for providing a programme with opportunities to:

- Counsel students' post-secondary options,
- Conduct individual subject selection counselling and career planning interviews with all Year 10 -12 student and their parents/guardians. Guiding informed subject choices that support future study, training, employment, and career goals.
- Counsel individual students referred by Deputy of Teaching and Learning/Dean to find an alternative programs to ensure students achieve WACE e.g. work experience, work placements and endorsed programs
- Provide timely advice and counselling to students and parents/guardians regarding subject selection, pathway planning and prerequisites requirements, responding to enquiries both verbally and through the development and maintenance of clear, accurate and up to date written resources including subject selection FAQs and guidance materials

WORKPLACE LEARNING

- Setup work placements for students as required – might involve risk assessments and agreement from parents and employers on conditions
- Regular check ins with final evaluation before completing placement
- Maintaining a database with information on students and placement progress

GENERAL

- Development of relationships with external organisations attending information sessions, professional development and network meetings
- Manage changes of students TT in Yr11 and 12
- Co-curricular activities
- Participation in appropriate professional contributions to the learning area beyond the School.
- Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing
- Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times



	Serve as a good ambassador of the School
Key Performance Indicators:	- Works collaboratively and communicates effectively with colleagues (including teachers, LAs, etc), sharing ideas and solving problems - Uses effective classroom management which provides a classroom climate conducive to learning - Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting?? - Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training. - Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner - Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values - Ensure the safety of staff and students - Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.
Selection Criteria:	Education and Training - Appropriate teaching qualification and current registration with Teacher Registration Board of Western Australia (TRBWA) - The Working with Children (Criminal Record Checking) Act 2004 - Post –graduate qualifications in careers counselling essential e.g. Graduate Certificate in Career Development or recognised equivalent. Professional Experience - Knowledge of university and TAFE systems. - Thorough understanding of WACE procedures. - Understands post-secondary training and education and employment trends. - Ability to write and deliver educational programs. - Outstanding interpersonal, organisational and problem-solving skills. - Effective organisational skills and competent use of ICT. - Ability to counsel students and parents with subject courses and tertiary choices. - Liaise with staff to implement positive education 7 – 12. - Analysis and longitudinal tracking of student data Personal attributes and values - An ability to foster positive relationships with students, with a commitment to their personal growth - Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs. - Willingness to positively and actively contribute to the Christian culture of the School - Demonstrated commitment to promoting a positive safety culture and ensuring compliance with the School's Safety and Wellbeing policies, procedures and programs.



I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by HOC/Deputy T&L – October 2026

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	Oct 2026	Oct 2028	Steph Snyman	Updates	HOC
3	Aug 2023	Aug 2025	Steph Snyman	New / updated	HOC
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO