

## DUTY STATEMENT ASSOCIATE CAREERS PRACTITIONER

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**Responsible to:** Deputy Principal – Learning & Teaching  
**Reports to:** Careers Coordinator  
**Reviewed:** October 2022

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This is the duty statement for the Associate Careers Practitioner who is employed to provide direct and administrative support for the College Careers team.

The Associate Careers Practitioner reports directly to the Professional Careers Practitioner and together with the Careers and Transitions staff is responsible for the overall career education in the College.

### Faith Community

- Accept the Catholic ethos and education philosophy of the school.
- Maintain and clearly articulate a Catholic faith point of view.
- Promote knowledge of the rich traditions of the Catholic Church.
- Initiate, develop and implement strategies to promote the Catholic identity of the school in the area of responsibility and in the broader community.
- Initiate and support programs that teach and reinforce Christian values.
- Foster interpersonal relationships that reflect the Mercy values of love, respect, justice, hope and service.

### Vision for the Whole School

- Be committed to regular and ongoing professional learning.
- Comply with the policies and directions contained in the Sacred Heart College Handbook.
- Observe the College's Code of Behaviour at all times in order to be a positive role model to colleagues and students.

### Learning and Teaching

- Assist & support the compulsory Industry and Enterprise Year 10 Structured Workplace Learning Program.
- Assist & support the Year 10 Mock Interview Program.
- Facilitate and process any ad hoc student work experience applications.
- Support the delivery of the Careers Guidance Program within the College.
- Support Subject Selection Guidance Program for Years 9-11.

- Assist & support implementation of careers programs in the VCE Industry and Enterprise classes.
- Support organisation of excursions and incursions relevant to Careers Services.
- Assist students to prepare resumes and to prepare for interviews through discussion.

## People

- Process & Administration support for the Year 10 SWL Program.
- Distribute weekly newsletters to students.
- Manage & maintain careers tools website.
- Liaise with relevant internal and external stakeholders for example, teaching staff, Learning Strategies, Wellbeing Team and any other relevant members of the community.
- Manage and update careers resources and information.
- Lead on the promotion of careers information to staff, students and parents.
- Liaise with Universities/TAFE for information, supplementary application forms, information regarding special admission schemes, scores, etc. Liaison with Universities re tertiary options.
- Assist & support on TIS Expo.
- Help develop the evaluation of the career's services offered to students/parents and other stakeholders.
- Attend regular Careers Department meetings.
- Organise careers related guest speakers to attend Sacred Heart College.

## Community

- Attend Local Community Partnership meetings when appropriate.
- Attend Careers Practitioner Network meetings.
- Liaise with job centres regarding weekly vacancies and advertise accordingly.
- Develop strong links with local business and industry.

## Additional Duties

- Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace on a daily basis.
- Other duties as required by the Principal.
- Complete as a minimum, a Certificate IV in Careers Development.