

POSITION DESCRIPTION

Position name	Careers Counsellor- Partnerships Lead
Engagement	3 year fixed term contract (Note: the incumbent will hold a substantive teaching position at the College)
Load	0.6fte time release from the incumbent's substantive teaching position
Remuneration	2 Scotch Units
Key Relationships	Reporting to the Head of Teaching and Learning, the Careers Counsellor- Partnership lead will maintain collaborative relationships with the Careers Counsellor – Futures Learning Lead, faculty staff, academic leaders, parents and external stakeholders. This role will also be an active member of the Teaching & Learning – Campus Operations Group.

Our Mission:

Scotch College Adelaide is an ambitious and aspirational ELC to Year 12 learning community committed to knowing, nurturing and challenging every individual within our care. We exist to empower young people to transform their world and its future through extraordinary learning, wellbeing and life experiences.

Guided by our values of Courage, Integrity, Inclusivity and a Commitment to Tomorrow, we cultivate curious minds, strong character and meaningful connections. We believe education should inspire young people to understand themselves, engage deeply with others and contribute positively to a changing world.

As a community of learners, wellbeing underpins everything we do. We seek to create an environment in which students and staff alike can flourish, embrace challenge, and confidently navigate the opportunities and complexities of the future.

Position Objective:

Under the direction of the Head of Teaching and Learning, the Careers Counsellor – Partnerships Lead works collaboratively to support students in identifying and preparing for future pathways, including post-secondary study and employment opportunities.

This role contributes to a connected and outward-facing approach to careers education, supporting student success through meaningful engagement with opportunities beyond the College. The Partnerships Lead is responsible for establishing and strengthening strategic relationships with universities, industry groups, employers, Old Collegians (SCOCA) and community organisations, creating enriched opportunities for students, helping them make informed decisions about subject selection, pathway planning and work-integrated learning, deepening the connection between learning and the world beyond Scotch.

Working in partnership with the Careers Counsellor – Futures Learning Lead, the College's Careers Counsellors collectively develop and deliver comprehensive Careers Programs across Years 10, 11 and 12, and contribute to the integration of careers-related learning in the Middle School. Each Careers Counsellor is also responsible for supporting students within three nominated Houses.

Key Responsibility Areas:

1. Coordination of Careers Related Activities

- Participate as an active member of the Teaching & Learning – Campus Operations Group.
- Lead the planning and coordination of the annual Careers Expo, with the support of the Careers Counsellor – Partnerships Lead.
- Develop and maintain strategic partnerships with universities, industry groups, employers, Old Cols (SCOCA) and community organisations, coordinating guest speakers and engagement opportunities that strengthen connections between students and the world beyond Scotch.
- Provide individualised pathway and career counselling to students and families, including course selection and post-school planning.
- Support and manage individual student pathway plans for students in the nominated Houses allocated to this role, including alternative SACE pathways, VET and flexible learning options. Where a student is undertaking accelerated study, work in partnership with the Careers Counsellor – Futures Learning Lead to implement and support the agreed pathway arrangement.
- Coordinate and monitor VET enrolments, competencies, resulting and qualification completion processes for students in the nominated Houses allocated to this role, ensuring accurate recording of VET achievement, SACE credit recognition and unit accumulation, and liaising with relevant staff, students, families and external providers to support timely verification and reporting requirements. Develop and deliver a comprehensive Careers and Futures Education program across Years 10–12, with appropriate exposure opportunities for Middle School students.
- Administer and interpret career interest inventories, vocational profiling tools, and emerging psychological profiling models where appropriate.
- Use a case management approach to support students in exploring and achieving future pathways goals.
- Coordinate expos, guest speakers, information sessions, workplace experiences, and industry engagement opportunities to broaden student awareness of careers and pathways.
- Incorporate innovative technologies and digital platforms into careers education, pathway exploration, job searching, and application processes.
- Represent Scotch College at external organisations, universities, and industry groups connected to student pathways and career development.
- Maintain current knowledge of SACE, VET, School-Based Apprenticeships, university pathways, and evolving tertiary requirements.
- Support students with local, interstate and international tertiary applications, including SATAC processes, scholarship applications, and residential college applications.
- Contribute to the teaching and development of the Year 10 Exploring Identities & Futures program.
- Attend key College events including Year 12 Parent/Student/Teacher interviews, SACE information evenings, and Future Planning events.
- Provide student and family support regarding university entry, preference changes, deferrals, and pathway planning during key transition periods, including end-of-year and January advisory periods.
- Support the coordination of the Workplace Learning program for senior students, with a particular focus on employer and industry engagement.
- Maintain oversight of post-school destinations data and prepare an annual pathways report for the Director of Teaching & Learning, Senior Leadership Team, and College Council.
- Communicate regularly with students and families regarding post-school opportunities, including tertiary study, employment, gap year, and volunteer pathways.
- Meet individually with Year 10, 11, and 12 students at least twice annually to support ongoing pathway planning and goal setting.

2. Communication and External Relations

- Develop and maintain effective relationships with Old Collegians and the Scotch community and identify potential speakers to support Futures programs.
- Investigate the development of a mentoring program involving Old Collegians.
- Contribute to Scotch publications as required including e-news, Scotch reports and Scotch Life.
- Involve parents in program education and information.

3. Professional Development

- Maintain an up-to-date knowledge of courses and prerequisites and attend PD as required.
- Keep up-to-date with the ever-changing availability of courses and pre-requisites in South Australia, Australia and, in a more limited way, international options.
- Identify and undertake regular professional development activities.

4. Teaching

- Provide sufficient enrichment activity that will support curricular programs to ensure achievement of our ambitious goals.
- Model exemplary teaching practice.
- Provide enrichment activities to support the academic program.
- Conduct formal parent interviews in accordance with the College schedule and other parent meetings as required or requested.
- Participate in the annual appraisal process, which includes students' surveys twice a year.
- Be an active participant in the College's Professional Learning Program.
- Feedback to be given continuously to students using the College Learning Management System.

5. Work Health Safety and Wellbeing

- Take reasonable care of and cooperate with actions taken to protect the health and safety of self and others.
- Report all accidents, incidents and hazards as soon as is practicable.
- Read and adhere to all Scotch WHS guidelines and policies.

6. General

- Contribute to the College's co-curricular program.
- Provide support to the House Mentor role as required.
- Attend all staff meetings.
- Be fully and actively involved in the life of the College, including community events, functions and promotional activities.
- Undertake other duties as required.
- Demonstrate a commitment to professional learning in relation to the requirements of this role.

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Qualifications and Certifications

- Registration as a Teacher with the Teachers Registration Board of South Australia (TRB-SA)
- Attainment and maintenance of a valid Working with Children Check (WWCC) at the 'employment' level is essential
- Attainment and maintenance of the 'Responding to Risk of Harm, Abuse and Neglect – Education and Care' (RRHAN-EC) certification at the Masterclass level is essential
- Attainment and maintenance of the 'HLTAID012 Provide First Aid in an Education and Care Setting' and 'HLTAID009 Provide CPR' First Aid certification is essential.
- Certification in the Department for Education's 'Protective Practices for staff in their interactions with children and young people' online training module.

- A postgraduate qualification in career development is highly desirable, or a demonstrated willingness to work towards one. As a minimum, full or associate membership of the Career Development Association is required (or a demonstrated commitment to obtain membership)

Experience and Knowledge

- Capacity to create partnerships with institutions and organizations beyond the educational environment to ensure real life, high level input into our programmes.
- Thorough understanding of contemporary student welfare and wellbeing practices.
- Knowledge and experience with data management best practices
- Knowledge of budgetary and financial management processes (highly desirable)

Personal Attributes

- Advanced technical skills across a wide range of educational technology solutions
- Ability to translate strategic plans and thinking into operational plans and priorities.
- Leadership and an acknowledged record as an outstanding educator.
- Management and interpersonal skills to work collaboratively with all stakeholders
- High level of digital capability with Microsoft and Apple software, particularly the Office 365 suite
- Proactive interest in innovative and emerging strategies and technologies (highly desirable)
- Ability to develop, promote and implement new and creative initiatives (highly desirable)
- Contemporaneous approach to Post School Destinations for students with evidence of innovation and outstanding outcomes.
- Proven ability to develop and maintain effective relationships with staff, students and parents from diverse backgrounds.
- Motivates and influences through communication and collaboration.
- A high degree of professional judgement and confidentiality.
- Superior organisational ability with demonstrated self-motivation and initiative in goal-setting, prioritising work and managing multiple tasks.
- Excellent interpersonal skills, including the ability to listen and communicate effectively across all areas and levels of a school community.
- Well-developed problem-solving skills and proven experience in creating solutions.
- Well-developed verbal and written communication skills.

Conditions of Employment:

- Must be eligible to work in Australia.
- Must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures.
- Position employed under the terms of the [Scotch College Adelaide Enterprise Agreement 2024](#)

Finally

No position description can capture the complexity of tasks within a College. Therefore, this position description should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. The College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.

This role will require some reasonable out of hours work. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants and staff to supporting child safety and wellbeing values in practice.