Introduction to St Luke’s Grammar School

St Luke’s Grammar School is a Pre-K – Year 12 co-educational Christian School in the Anglican tradition and it is the School’s vision ‘to equip students to make a difference in the world’. St Luke’s seeks to promote a work environment and culture to attract and retain outstanding professionals by fostering professionalism, commitment, loyalty, Christian values and a high standard of pastoral care.

St Luke’s Grammar School employs over 130 full-time and part-time teachers, supported by teachers’ aides, peripatetic tutors and administrative and grounds staff.

Applicants for the following position should be able to demonstrate support for the School’s Christian ethos as well as the co-curricular life of the School.

Position: Careers Advisor

Load: 0.6 Load

Commencement: Term 2, 2017

Reporting to: Deputy Principal, Curriculum

Position Overview:

St Luke’s Grammar School is seeking to appoint an experienced Careers Advisor who will work collaboratively with the Executive Team, the Student Support Services team and the Senior School teachers, to develop further and implement the careers education programs within the School. The appointed person will co-ordinate the Work Experience Program and contribute to the careers and course selection processes undertaken by our students. In liaison with the local TAFE colleges, the Careers Counsellor will also co-ordinate the TVET program undertaken by our Year 11 and 12 students. The successful applicant will be willing to contribute to the co-curricular life of the School and ideally be a Christian and actively involved in his/her church.

Personal Attributes:

Applicants should demonstrate a clear understanding and affinity with the ethos and philosophy of the School and will:

- Support the Christian faith of the School
- Have intellectual strength, professional integrity and a passion for education
- Be enthusiastic in the development and delivery of careers programs
- Have a commitment to pastoral care and a knowledge of the social and emotional issues which affect young people
- Demonstrate ongoing enthusiasm, initiative and innovation
- Have the ability to communicate effectively with students, staff and parents
- Show a commitment to their own ongoing professional learning
- Demonstrate approachability and flexibility
Essential Experience, Knowledge and Skills:

Applicants should demonstrate a clear understanding and affinity with the ethos and philosophy of the School and will:

- Have a good knowledge and understanding of UAC and ATAR requirements, Tertiary course entry requirements, tertiary scholarship opportunities, University Open Days, TVET Category B and other TVET HSC courses
- Have a demonstrated understanding of common approaches to and programs for careers counselling
- Have demonstrated organisational skills

Responsibilities:

- Plan, manage and coordinate a range of careers-related programs including the School Work Experience Program, TVET enrolments for Year 11 students, Year 11 Mock Interview Program, University information seminars, Year 10 Careers testing, interviewing of individual Year 10 students regarding Careers Testing reports
- Liaise with the TAFE colleges regarding student progress and attendance
- Keep up to date on the current and future labour market and tertiary course requirements
- Develop community partnerships to expand upon and further develop the current Year 11 Mock Interview program
- Demonstrate initiative in meeting with students in Years 10 to 12 to provide careers advice
- Develop further the Year 10 Careers Education program
- Coordinate student visits to local Careers Expos and University Open Days
- Attend Parent Information Evenings as required

Qualifications and Experience:

- Tertiary Qualification in Careers Education or similar
- Experience in the development and delivery of careers programs and careers counselling

Please send a covering letter identifying areas of interest and expertise, plus the following information no later than 3 April, 2017.

The Principal
Mrs Jann Robinson
St Luke’s Grammar School
210 Headland Road
Dee Why NSW 2099

Or email to: employment@stlukes.nsw.edu.au

- Cover Letter
- Curriculum Vitae
- The names and phone numbers of 3 x Referees, including a Professional Referee, and a Referee who can attest to the Christian beliefs and practices of the applicant.

Please direct any enquiries to:

Elizabeth Little
Executive Assistant to the Principal
T: (02) 9438 6237
E: elittle@stlukes.nsw.edu.au