



**OXFORD
FALLS**
GRAMMAR

Job Description Careers Counsellor/Alumni Manager

Title:	Careers Counsellor/Alumni Manager
Date Reviewed:	November 2024
Reporting to:	Head of Senior School
Supervised by:	Dean of Academic Studies 7-12
Supervises:	N/A
Liaison with:	Senior School students, parents & staff, Alumni
Department:	Senior School
Classification:	Teacher
Multi Enterprise Agreement:	NSW Christian Schools Teaching Staff MEA 2021 (acknowledging current transition plans to AISNSW MEA)
Full Time Equivalent (FTE):	1.0 (approx 0.5 Careers/Alumni loading & up to 0.5 teaching load)
Qualification/ skills required:	<ul style="list-style-type: none">• Teacher qualifications/NESA accreditation• Postgraduate qualifications in Career Education & Development• Industry experience where appropriate• Passion for working with young people

Our Vision:

To develop in each child their unique qualities, equipping them to enjoy a successful, Christ-centred life.

Our Ethos:

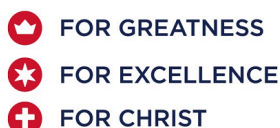
For Greatness: Developing confident servant-hearted people of strong character, purpose and attitude.

For Excellence: Empowering our community to aspire, learn and work to achieve their full potential.

For Christ: Providing a positive and meaningful experience of Christian faith, hope and life.

Responsibilities:

- To develop each student's ability to design and manage their transition from school to further learning and work roles.
- To develop and implement career programs to equip students to gain knowledge, skills, attributes and behaviours to manage their career paths.
- To enrol, coordinate and supervise all students that include a VET (vocational) course in their program.
- To create, promote and maintain an ongoing connection and engagement between the school and its ex-students.



FOR GREATNESS

FOR EXCELLENCE

FOR CHRIST

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Key Result Area

Specific Accountability	Performance Standards
Internal responsibilities	<ul style="list-style-type: none"> ● Develop and oversee the appropriate career education strategies within the School. ● Administration of Work Experience student placements and documentation as required. ● Maintenance of the Careers Office. ● Interviewing/meeting students and parents of Year 10 to 12 and providing advice and direction as needed. ● Preparation and distribution of Parent/Student information for senior subject selection and participation in Senior Subject Selection Evening. ● Preparation and distribution of Tertiary Information for parents and students including: <ul style="list-style-type: none"> ○ Liaise with Dean of Academic Studies 7-12 to support students in completing early entry and scholarship applications ○ Early entry scheme ○ Special entry schemes (EAS applications) ○ Scholarships applications and preparation interviews ○ Explain procedures for UNITEST, STAT and UMAT examinations as requested. ● Maintain and account for the annual careers budget. ● Maintain privacy of information and follow the School Privacy Policy. ● Maintain strong ethics in all dealings with students and the general school community. ● Utilise technology to deliver up to date careers information to students. ● Providing current careers advice and resources to the school community via the school portal. ● Evaluate diagnostic information to advise parents and students of potential study and career opportunities. ● Meet regularly with the Dean of Academic Studies 7-12. ● Promote OFG's academic standards and post-school opportunities within and outside the school community utilising data in relation to OFG graduate university offers and courses
Liaison with external authorities	<ul style="list-style-type: none"> ● Work Experience (W/E) <ul style="list-style-type: none"> ● Liaison with employers ● Pre and post documentation ● Management of Employer visits ● Liaison for coordinated W/E placements ● Coordinate Tertiary awareness and Careers Expo ● Attend Careers Advisor district and CAA state-wide meetings, including the NSW CAA annual conference for professional development and networking. ● Attend/coordinate Universities, TAFE and Private Providers information days/evenings for Careers Advisors and students.

Specific Accountability	Performance Standards
	<ul style="list-style-type: none"> ● Access group training companies and employment companies assisting students source and apply for apprenticeships and traineeships. ● Liaison with Jobs Pathways Provider, Employment Services and other community based employment services ● Liaise with local Youth Services ● Promote pathways to University, TAFE and Private Providers. ● Liaise and coordinate other careers activities such as: <ul style="list-style-type: none"> □ Defence Force Careers Presentation □ Tertiary and Industry speakers. ● Help organise and run local careers expos and parent information nights ● Provide an understanding of the early age departure process of the School (Certificate of Exemption from Enrolment procedures) ● Coordinate transition plans for early school leavers, at risk youth and those with disabilities. ● Coordinate and supervise TVET programs, including school based traineeships and apprenticeships ● Foster and encourage industry/community liaisons.
Alumni Manager	<p>Communications:</p> <ul style="list-style-type: none"> ● Posting occasional items of relevance online (ex student stories, or significant school or alumni news or events) to maintain profile ● advertising and inviting alumni to significant school events ● Posting relevant items on alumni website: alumni.ofg.nsw.edu.au ● Promoting Alumni to the school community ● Writing a report for the School Yearbook ● Other communications as required <p>Database management:</p> <ul style="list-style-type: none"> ● Proactively seeking to build links and connections with past students and Year Groups ● Onboarding each new Year 12 into the Alumni Association ● Organising/ facilitating live events to promote ongoing alumni connection with the school, in conjunction with the Events Facilitator and Community Chaplain.
Events	<ul style="list-style-type: none"> ● In conjunction with the Events Facilitator for: <ul style="list-style-type: none"> ○ Careers Events ○ Alumni Events act as the Event Host to ensure successful events. ● Maintain and promote contact with OFG ALUMNI through annual events (currently 1, 5 and 10 year gatherings) ● Maintain a list of specific duties for each major event and liaise with the Events Facilitator to ensure appropriate demarcation of tasks.

Specific Accountability	Performance Standards
Other	Other duties as specified by the HoSS or Principal