

Careers and VET Support Officer

McCarthy Catholic College Tamworth

Position Description

McCarthy Catholic College is seeking an industry-based Careers and Employment specialist to fill the new position of Careers and VET Support Officer. The focus of the work is to make visible and accessible to McCarthy students a range of transition, training, tertiary education and employment pathways and to build links between McCarthy and industry, employment, training and tertiary education services and sectors.

The Careers and VET Support Officer assists in education, training and employment transitions: into Stage 6, into approved training, into tertiary education and into employment. Student and family understanding of transitions, and accessibility to support in negotiating transitions are foundational to successful employment and career outcomes, and central to the work of the Careers and VET Support Officer.

The Careers and VET Support Officer works with College and CSO staff to increase access to VET courses for students, including liaising with external providers and the implementation of College-based VET courses.

[Click here to apply.](#) Applications close 26 November 2021

Position level	NSW and ACT Catholic Systemic Schools EA 2020
Base salary range (Full-time)	Salary will be negotiated with the successful applicant based on skills and experience.
Reports to	Senior Office Manager
Location	McCarthy Catholic College Tamworth
Employment type	Full-time
Employment status	Permanent

About McCarthy Catholic College

McCarthy Catholic College is a co-educational high school, from years 7 to 12 educating over 800 students. The College was formed in 2000 with the amalgamation of Our Lady of the Rosary College and McCarthy Catholic Senior High School and continues the traditions in Catholic education of the Dominican Sisters and Christian Brothers. McCarthy is a systemic College in the Diocese of Armidale with a vision to promote Christian discipleship, life-long learning and service to others.

The College is located in Tamworth, a regional city of over 62,000 people. Tamworth provides the best of both worlds - the ease of a country lifestyle and the convenience of city facilities. With a state of the art Australian Equine and Livestock Events Centre, regional conservatorium of music, entertainment and conference centre, sporting complex and the largest country music festival in the southern hemisphere just to name a few, it is easy to see why Tamworth was named the “perfect country town” by an Australian Traveller magazine.

For further information on the school, please visit <https://mccarthy.nsw.edu.au/>.

Commencement

The commencement date for this position will be 27 January 2022 or as negotiated with the successful candidate.

Position Purpose

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Key Responsibilities

Duties related to the position include but are not limited to the following:

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Careers and VET Support Officer functions include:

- Individual and small group careers counselling.
- Careers and Pathways meetings (with student and family member/s)
- Collection, assessment and dissemination of Careers information.
- Collaboration with Inclusion Team to reduce barriers to transition.
- Collaboration with universities, TAFE and other education and training providers to maximise access for students.
- Manage and promote work exploration programs such as work experience, structured workplace learning, and excursions.
- Liaise with Jobs Pathways Provider, Industry Partnerships, Employment Services and other community based employment services
- Organise opportunities for students to gain qualifications to increase their prospects of employment: White Card, First Aid, RSA/RCG.
- Organise excursion and industry visits.
- Track students as they move into post-school destinations to provide data on evidence of impact, and employments and employment trends.
- Attend to other matters appropriate for the position and consistent with the skills of the incumbent as directed by the Senior Office Manager or Principal.

McCarthy Catholic College reserves the right to alter roles, responsibilities and requirements as required.

Selection criteria

General expectations of staff at McCarthy Catholic College

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Willingness to undertake professional development.
- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.

- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgement.
- Act in a professional and respectful manner at all times.
- Comply with the [Framework for the Accreditation of Staff in Catholic Schools](#).
- Employment with McCarthy Catholic College is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Essential criteria

- Extensive industry, university, employment agency and/or training provider experience, preferably in a leadership role.
- Appropriate industry, university and/or training provider qualifications.
- A demonstrated ability to support successful school, training and employment transitions and pathways.
- A bias for action, a high regard for children and young people, and a willingness to work to improve life opportunities for children and young people.

Application

For questions regarding the professional nature of this position, please contact Christine Gall, Senior Office Manager on (02) 6761 0879.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.