



Position Description

Careers Practitioner (Casual)



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more: www.haileybury.com.au

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a **great world school**.

Our mission

To deliver an **exceptional educational experience** that fosters the **growth of each student** through **leading teaching and learning programs**, a wide array of opportunities, within a culture of high expectations, **empowering students to excel**.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

*zero tolerance for child abuse



Position details

Position title	Careers Practitioner
Campus location	Based at Keysborough
Reports to	Head of Careers & Pathways
Manages others	No
Employment Type	Casual
Work Pattern	Casual
Salary Range	\$41.10+ per hour (depending on experience) + 25% Casual Loading + 12% Superannuation

Role

As a Careers Practitioner you will work as a member of a team, actively supporting students with their career development by providing career guidance and advice using a suite of available tools and strong external links with post- secondary institutions. You will also assist with VCE subject selection and tertiary application whilst maintaining effective communication with stakeholders including parents, pastoral and academic staff.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the School community and participate fully in a range of events and activities.

Responsibilities

- Assist the Head of Careers & Pathways in leading the continual development and implementation of a Career Development program.
- Establish and maintain relationships with key stakeholders including parents, students, school staff, tertiary institutions and employers
- Provide timely information, counselling and advice to students, parents and staff in matters related to Careers and tertiary applications
- Assist with the day-to-day organisation of the Haileybury Careers Department
- Manage resources and assist students in the use of careers resources
- Provide information regarding developments in post-secondary training and education and employment trends
- Complete professional development activities
- Attend and prepare for relevant career functions, expos, regional meetings and events
- Provide job readiness advice, including interview skills and resume preparation
- Maintain student career planning records using Microsoft OneNote and Teams, and perform other tasks as required.



Key selection criteria

Required

- Postgraduate studies that meet the Professional Standards for Australian Careers Practitioners
- Advanced communication, computational, interpersonal and counselling skills, including well developed written and oral skills and the ability to develop and deliver career development programs based on the Victorian Careers Curriculum Framework.
- Proficiency in Microsoft Office 365
- Knowledge of:
 - Australian Blueprint for Career Development and the Victorian Career Curriculum Framework
 - Victorian Senior Secondary Certificates, Victorian and interstate post-secondary education and training courses including application and selection processes
 - Career Development resources including assessment tools and labour market information
 - Educational and transitional needs of individuals including international students and students with additional needs
- Systematic, efficient and effective information resource and data management skills including record keeping of interviews and maintenance of careers resources
- Use of innovative problem-solving skills to propose workable solutions
- Digital Technology skills which include a range of software features for word processing, spreadsheets and presentations.
- Able to conduct engaging student and parent interviews via zoom

Desirable

- Recent experience in Secondary School setting
- Experience in conducting Morrisby Profiling interviews

Personal qualities

- Demonstrated ability to work with minimal supervision and effectively monitor and coordinate a workload that may consist of multiple tasks of varying priorities
- Capacity to build strong working relationships with stake holders, including parents, the past student association, post-secondary institutions, and academic and student welfare staff.

Academic qualifications

- Postgraduate studies that meet the Professional Standards for Australian Careers Practitioners
- Education/ Teaching Qualifications preferred



Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All staff who do not hold VIT and or TRB will need to hold a current Working With Children Clearance and or ORCA, as well as a Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8.00am to 6.00pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.



Commitment to child safety

Haileybury is a child safe organisation committed to the safety and wellbeing of children, with zero tolerance for child abuse in any form. The successful candidate is required to support Haileybury's child safety policies and procedures and commit to their implementation upon commencement.

The successful candidate must provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate, professional and caring manner; be aware of, understand and ensure compliance with Haileybury's Child Safety Code of Conduct, the Child Safe Standards, and all relevant policies and procedures; complete Child Protection training requirements; take all reasonable steps to protect students from abuse; and report any reasonable belief that a child's safety is at risk.

Applicants should be aware that we undertake Working with Children Checks, Nationally Coordinated Criminal History Checks and reference checks in accordance with our policies.

Further information about this position is available from peopleandculture@haileybury.com.au

This position description was prepared by: Catherine Johnston