



Mount Alvernia College

Mount Alvernia College

POSITION TITLE: Head of Futures and Partnerships

ROLE STATEMENT

Together with the College Leadership Team, Middle Leaders at Mount Alvernia College work together to drive the strategic imperatives of our College Strategic Plan within our Franciscan tradition. In doing so, our Head of Futures and Partnerships intrinsically understands, supports, and oversees the educational wellbeing of our students in relation to their future career pathways and post school opportunities. This position leads a confident future for the College in developing strategic partnerships and credentialing opportunities for students. In doing so, Middle Leaders understand, support and oversee the educational wellbeing of all students in Years 7 -12. The Head of Futures and Partnerships are a part of the extended leadership team of the College and uphold the faith, values, reputation, and professionalism of our learning community.

Educational Wellbeing at Mount Alvernia College recognises the intrinsic link that exists between wellbeing and learning for all students. Educational Wellbeing accepts that exceptional student care will only be possible when the best elements of pastoral and academic support interconnect.

This is realised when:

- explicit pastoral and spiritual wellbeing programs connect to student learning
- there is a deep knowledge of the students in our care: “every student is known, valued and respected”, such that they feel a sense of belonging and purpose
- opportunities to develop spirituality, purpose, meaning, mastery and a sense of accomplishment are available to all
- strategies which cultivate learner agency, self-efficacy and self-regulation are explicit, such that students understand ‘how to learn’, know their next learning steps and have tools to build confidence, courage, self-belief and to manage new learnings
- excellence, effort and improvement are acknowledged and celebrated

At Mount Alvernia College, educational wellbeing is realised through an environment of high support and high challenge.



The Head of Futures and Partnerships ensures that post school opportunities; including requisite complementary skills, capabilities, dispositions, and credentials are available to all students. This position will drive a confident future for all students through an emphasis on diverse learning options 'within and beyond' traditional school pathways.

CAPABILITIES

The Head of Futures and Partnerships will demonstrate a clear and purposeful vision of careers education, inclusive of building student preparation and capacity for the workforce. The role will support the College's underlying values, ethos, purpose, and strategic direction drawing on the following capabilities:

- A proven track record of outstanding practice in careers counselling, curriculum design and delivery, including broad understanding of ranging curriculum documents and the opportunities to embed careers education and industry partnerships
- Active engagement in professional associations including industry, tertiary, not for profit organisations and other networks, with which to leverage partnerships
- Highly developed professionalism including: presentation skills, emotional intelligence, collegiality, initiative, patience, networking and problem-solving
- Highly effective organisational skills including: longitudinal strategic and operational planning, and management of diverse industry, parent, teacher and student partnerships
- Highly effective analytical skills including: the capacity to collate and interpret labour market data and broader research, to guide futures and pathway planning of students and teachers
- The capacity to communicate with purpose to enhance student empowerment and to inform College structures and strategic decisions
- The capacity to communicate with sensitivity to manage student and parent expectations
- A capacity to work within the complexities and demands of a secondary school environment, including high levels of personal and professional resilience.
- An ability to accept and respond to relevant and appropriate feedback in the spirit of ongoing professionalism and improvement
- An ability to work with ambiguity and the need to adapt to a changing environment



KEY RESPONSIBILITIES

Leadership of Careers Education

- Develop, resource, and deliver relevant and dynamic careers education programs across Years 7-12, in keeping with the Australian Blueprint for Careers
- Evaluate and review the effectiveness of careers education programs at the College, analysing student and staff perception data
- Plan, oversee and implement large-scale 'Futures Events', including but not limited to: Careers Immersions, Industry Breakfasts, Networking and Mentoring Opportunities to enhance student understanding of the world of work
- Plan, oversee and implement on site university visits to enable lunchbox talks, course stalls or excursion immersion opportunities
- Provide professional development to staff, including updates on emerging university courses, careers in demand, labour market trends, particularly, but not exclusively in the lead up to SET planning
- In conjunction with the Deputy Principal Teaching and Learning and Dean of Senior Years – Transitions and Outcomes, provide accurate information and guidance to students, parents and staff regarding academic pathways and tertiary pre-requisites
- Participate in Year 10 SET Plan Interviews, including supporting the Dean of Senior Years in upskilling staff in careers education
- Implement, oversee and manage career profiling tools, including, but not exclusively, the Morrisby tool, to enhance the quality of student reflection on their likely career strengths
- Analyse cohort data inside the Morrisby tool and other career profiling tools, reporting trends to the Heads of Faculty and staff
- To mentor and supervise students in the Futures Hub, fielding careers questions as needed
- Respond to all parent enquiries in relation to careers education
- the allocation of a teaching load in accordance with middle leader tier allocation

Leadership of Post School Transition

- Develop, implement, oversee and manage a Micro-Credentialing Program for students in Years 10-12, to enhance their post school transition and career readiness
- Develop and deliver presentations to students from Years 9-12 relating to post school pathways, courses, scholarship opportunities and QTAC processes



- Develop and maintain strong relationships with Universities, TAFE, Not for Profits and Corporate sectors to organise appropriate speakers and external visitors
- Coordinate immersion days for cohorts as they relate to tertiary visits, entrepreneurial skills, personal portfolio development and interview skills
- Develop and maintain strong relationships with alumnae, parents, and the wider school community to establish industry networks, mentoring and internship opportunities
- Work closely with the CLT in the development of potential key partnerships in the development of the Lennon Street Site
- Provide current and timely information to students and parents regarding scholarship opportunities, in Qld, Nationally and Internationally
- Liaise with Head of Sport and Heads of Faculty to identify individual students who may benefit from alternative opportunities and partnerships
- Regularly communicate with the Mount Alvernia Community on information pertaining to courses, opportunities, internships, industry opportunities and connections
- Monitor and collate timely reports on student destination data for Year 12 students
- Contact graduates to offer support with QTAC preferencing, scholarships, and tertiary enrolment procedures
- Present to the CLT and College Board on matters relating to our strategic partnerships as relevant and appropriate
- Regularly attend professional development opportunities across a range of sectors to maintain with-it-ness on labour market, demographic trends and future of work reports

Leadership of Staff and Administration

- Direct and oversee the workflow of support staff in the Future's Hub
- Prepare and manage budgets for various events, immersions and related activities
- Oversee the development of systems relating to collation of micro-credentialing data, including reporting
- Prepare presentations, discussion papers, newsletter articles and displays to promote the work of the Futures Hub
- Prepare and deliver professional development opportunities for staff, to enhance embedded careers education programs and curriculum linked industry partnerships
- The role holder may also be required to undertake other allocated tasks at the discretion of the Principal including the teaching of class(es) as required



KEY STAKEHOLDERS

- Deputy Principal – Teaching and Learning
- Head of Faculty – Vocational Education
- Deans of School
- Heads of Faculty
- Heads of House and Homeroom Mentor Teachers

Reporting Relationships

The Head of Futures and Partnerships is responsible to the Deputy Principal – Teaching and Learning. The Head of Futures and Partnerships leads the Futures Hub human resources and space.

Qualifications

Relevant post-graduate Education and Careers qualifications including current QCT registration. Experience in the Tertiary, Industry or Corporate sector desirable but not essential.

Feedback and Review

From 2023, an annual review meeting will be required. An annual action plan in alignment with the College Strategic Plan for the approaching year will also be undertaken at the commencement of the academic year.

Remuneration and Leadership Tier

The Head of Futures and Partnerships is remunerated in accordance with the RI/PJP Catholic Employing Authorities Single Enterprise Collective Agreement, Religious Institute Schools Queensland 2019 – 2023.

This role remunerated at a Tier 4.

Each person who accepts a Middle Leadership Position in a secondary school shall be appointed for an initial period of four (4) years. A further four (4) year appointment will be made subject to a continued designation of the position and a satisfactory performance review at the conclusion of the previous four (4) years.

