

Careers Practitioner (Education Support Staff – ES1-4)

About the School

Mentone Girls' Secondary College (MGSC) is a high-performing government school located in the bayside suburb of Mentone, just 20 kilometres south-east of Melbourne's CBD. With a proud 70-year history, MGSC is the only government girls' school in Melbourne's southeastern suburbs, offering an inclusive, aspirational, and future-focused education for girls. Two-thirds of our students travel from outside the local area to be part of our dynamic learning community—reflecting our strong reputation for academic excellence, wellbeing, and a values-driven culture.

Our school is guided by four core values: Empowerment, Achievement, Inclusivity and Creativity. These values are woven through everything we do—from our high-performing academic programs to our extensive co-curricular offerings including aerobics, performing arts, debating, STEAM, and international opportunities. We are proud of our strong VCE and NAPLAN outcomes and are committed to delivering data-informed, evidence-based instruction that teaches to each student's point of need.

Research consistently shows that girls in single-sex schools perform better academically, have higher aspirations, and demonstrate greater confidence in STEAM subjects and leadership roles compared to their peers in coeducational settings. MGSC embodies these outcomes. We are a school that fosters confidence, curiosity, and courage. Our students benefit from an environment specifically tailored to the way girls learn best—one that nurtures their voice, supports risk-taking, and encourages them to lead.

We also have a long tradition of outstanding student leadership. Many of our current and past student leaders have gone on to become influential voices in their communities, and they continue to be strong role models for the next generation of MGSC students. Student voice and agency are central to the MGSC experience, supported by a vibrant leadership program that encourages students to actively shape their learning and school environment.

At MGSC, we set high expectations for ourselves and for each other. We believe every student deserves to be challenged and supported to grow—personally, socially and academically. Our staff are collaborative, reflective professionals who are committed to the pursuit of excellence in girls' education.

Key Selection Criteria

1. Demonstrated knowledge and application of career development theory and best practice in a secondary school context.
2. Proven knowledge of programs such as VET, MIPs, Work Experience, and Morrisby, and the ability to work with government and community agencies.
3. Strong planning and organisational skills, including event coordination, program delivery and data tracking.
4. Outstanding interpersonal and communication skills, with an ability to work effectively with students, families, staff, and external stakeholders.
5. Understanding of the importance of inclusion, equity, and student agency in careers education and pathways support.
6. Capacity to work independently and as part of a team, demonstrating initiative, reliability, and professional accountability.

Role Statement

The Careers Practitioner is responsible for leading, developing, implementing, and evaluating a whole-school approach to Careers Education, Pathway Planning, and Post-School Transition. The role supports students in Years 9–12 and includes delivery of Work Experience, VET, Morrisby Testing, and the management of Managed Individual Pathways (MIPs). Reporting to an Assistant Principal, this ES1-4 role requires a high level of autonomy, judgement and initiative to support student outcomes aligned with MGSC's values and strategic direction.

Key Responsibilities

- Provide individual and group career counselling and pathway advice to students, especially those in their final year of study.
- Develop, manage, and review MIPs for all students in Years 10–12.
- Coordinate the Work Experience Program and support students in securing appropriate placements.
- Lead the Morrisby Profiling and Interview program in collaboration with external agencies.
- Oversee the VET Coordinator (0.6) and ensure compliance with DET and RTO expectations.
- Plan and present subject selection sessions for Year 8–9, 9–10 and 10–VCE transitions.
- Coordinate tertiary expos, careers information evenings, and industry engagement activities.
- Maintain knowledge of changing workforce demands and tertiary pathways, ensuring this is communicated clearly to students and families.

- Support the development of careers content within curriculum and partner with staff to embed future pathways education across the college.
- Fulfil other duties commensurate with the position as required by the Principal or Assistant Principals.

Careers Leadership

The Careers Practitioner will model leadership in the delivery of effective, inclusive, and strategic career development programs. They will establish and maintain strong partnerships with staff, industry, tertiary providers, and community organisations to maximise student engagement in current and emerging educational and career pathways.

Empowering and Preparing Students for the Future

The Careers Practitioner plays a key role in supporting students to develop the skills, confidence and aspirations to take charge of their post-school journey. They ensure all students understand the opportunities available to them and support them to make informed, confident choices aligned with their interests and abilities.

Strategic Implementation and Contribution to Whole-School Goals

The role requires the Careers Practitioner to contribute to the school's strategic goals, including improved student pathways data, increased VET participation, and strengthened links with employers and training providers. The Careers Practitioner will analyse data, monitor participation, and regularly report on the effectiveness of Careers and Pathways initiatives.