



Position Description

Position:	Career and Pathway (Migrant Student Support)
Department:	Careers
Responsible To:	Head of Careers
Engagement Type:	Fixed Term
Purpose:	The Career and Transition Specialist will provide support and guidance to students and families, with a specific focus on supporting students to navigate pathways to their career aspirations. This role is designed to foster hope and provide practical "Plan A, B, and C" pathways for students (Year 10–13), ensuring that students, particularly those from migrant or ESOL backgrounds, are empowered to succeed regardless of their residency status.

KEY RESPONSIBILITIES/JOB DUTIES

Key Responsibilities

1. Individualised Career Coaching & Strategic Planning

- Develop comprehensive career plans for Year 10-13 students to encourage motivation and long-term engagement.
- Collaborate with families to build multi-layered transition plans (Plans A, B, and C) to ensure readiness for various residency or visa outcomes.
- Support students in navigating the "three-year stand-down" period for StudyLink, identifying productive pathways to maintain momentum.

2. Specialist Visa & Pathway Communication

- Facilitate small group hui for families to clarify work visa entitlements and the specific limitations or opportunities that these present.
- Draft written communications and resources to clearly explain how visa status influences post-school options. Share with staff, students and their families.
- Ensure families have the information required well in advance to allow for proactive planning.

3. Relationship Management & Community Engagement

- Establish and maintain a network of local businesses willing to employ students on temporary work visas (e.g., 20-hour limitations).
- Build strong, culturally responsive relationships with students and their families to ensure holistic support.
- Potentially connect families to relevant visa lawyers or support networks.

Other tasks as requested



Person Specification

Experience & Qualifications:

- Ideally qualified in Career Development (e.g., Graduate Certificate or Diploma in Career Development) or proven experience in career coaching.
- ESOL support or migrant advocacy.

Skills & Attributes:

- Confident Communicator: Ability to present complex information clearly in both written form and during face-to-face hui.
- Relatable & Empathetic: Capable of building immediate rapport with students from diverse backgrounds and their families.
- Proactive Networker: Comfortable approaching local companies to create vocational opportunities.
- Highly Organised: Able to manage a caseload of students with varying needs and deadlines.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform any reasonable and lawful duties outside of their normal responsibilities from time to time, as requested by their line manager.