

POSITION DESCRIPTION

Careers Advisor

A PREAMBLE:

All staff at Bethlehem College are expected to model a life based upon a personal commitment to Christ, with consistent expression of the fruit of the Spirit, as well as the exercise of various gifts and talents. In accord with the College's Mission statement, staff will model both service to, and leadership of, their class based on a Biblical understanding of these concepts.

For all of this we depend on God and His promise to *'make all grace abound to us, so that in all things at all times, having all that we need, we may abound in every good work.'* (II Corinthians 9:8). You are an integral part of the team that enables the College to fulfil its mission.

B ROLE OVERVIEW:

To take responsibility for ensuring that effective career education and guidance is implemented across Bethlehem College Secondary, Y7-13, in accordance with NAG 1f "provide appropriate career education and guidance for all students Y7 and above, with particular emphasis on specific career guidance for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the workplace or further education/training." Further guidelines are set out in the MOE document 'Career Education and Guidance in New Zealand Schools' and reflect the New Zealand Curriculum's vision and values and relate closely to the key competencies of: Managing self; relating to others; participating and contributing; thinking; and using languages, symbols and texts. It is expected that all interactions with staff and students will be from a Biblical perspective, as expressed in the College's Special Character and Mission Statements.

C PROFESSIONAL LEADERSHIP:

1. To be an expert in the area of Career Guidance, maintaining an up-to-date knowledge and awareness of changes and initiatives in this area to best serve the needs of students and teachers.
2. Maintain a programme of self-review to ensure programmes reflect best practice.
3. Have a collaborative approach to working with all members of staff and leadership, but particularly with the 'Career Pathway Lead Team' (Asst HOS Curriculum Jnr Sec & Snr Sec, Y10-13 Academic Deans).
4. Support the Asst HOS Curriculum with appropriate careers advice in the development, implementation and review of the Careers Programmes across Years 7-13, ensuring that this is taught from a Biblical Christian perspective.
5. In conjunction with the Career Pathway Lead Team prepare a 'careers management plan', oversee implementation and review to ensure it is keeping pace with industry requirements.
6. Develop and maintain information for stakeholders about the careers department. Setting out the Careers Programme, support provided for students and resources available.
7. Meet regularly with the Career Pathway Lead Team, at least twice per term, and record minutes from these.
8. Support Career Pathway Lead Team staff to ensure teachers complete work to achieve the annual MoE objectives for Careers.
9. Reporting and advising on the implementation of the Careers Programs to the Deputy Principal and the Board of Trustees.

10. Oversee implementation and ongoing appropriate utilisation of career management software programme (e.g. DreamCatcher, Career Central) to allow comprehensive flow of data through the year groups.
11. Build relationships and maintain a high level of communication both within the college and broader community.
12. Belong to industry professional organisations such as Career Development Association of New Zealand (CDANZ) or Careers and Transition Education Association (CATE).
13. Ensure the day-to-day management is efficient and supports to effective delivery of careers education.

D GENERAL RESPONSIBILITIES:

1. To take part in daily staff devotions and to attend all relevant staff meetings
2. To take part in Christian professional development meetings as required
3. To keep up to date with current curriculum requirements in the syllabus by personal research, attending relevant courses and professional development seminars
4. To complete accurately and appropriately, as required by the Principal and/or Deputy Principal, all tasks of planning, evaluation and record keeping.
5. To help maintain and care for all resources and equipment within the department.
6. To assist students in the use of information and other relevant technologies
7. To attend official College functions which may be held outside of normal school hours
8. To be available after school to work with other staff and/or meet with parents as necessary

E SPECIFIC RESPONSIBILITIES

1. To have regular meetings for the Career Pathway Lead Team and Career Pathways Workplace/Gateway Coordinator. To source, promote and fund useful PD to all members of this team.
2. Support the Career Pathways Workplace/Gateway Coordinator as required with interviewing students, identifying career exploration pathways, selection of unit standard course materials and course providers.
3. To manage the funding from Careers, STAR and Gateway making sure these sources of funding are used in a complementary way for the best student outcomes.
4. Report on Career, STAR and Gateway activities to BOT annually and to Deputy Principal.
5. Help identify students who are at risk of not achieving at school or at risk of leaving, and help organise suitable individual learning programmes.
6. Other responsibilities as agreed from time to time.

I Careers responsibilities

1. Collaborate with the Asst HOS Curriculum, to develop and maintain a fully integrated Careers Programme for Years 7 to 13 as per NAG 1f.
2. Maintain systems of dissemination of career information including getting relevant material to subject teachers for use in their classrooms. Communication for careers information via BC Signpost and other forms of communication with whanau.
3. Assist and advise students with subject selection, careers information, tertiary information, scholarships and student exchange opportunities.
4. Liaise with tertiary providers, business and employers and coordinate visits with students and class room visits.
5. Career tracking Year 10 to 13 students and destinations for all school leavers.
6. To attend local CATE (Career and Transition Education) to enable liaison with other schools, tertiary and businesses in the local community.
7. Attend regular professional development training opportunities.
8. To attend regular SECTER (Secondary Tertiary), Trades Academy and Instep (PriorityOne school liaison) meetings and convey vital information to Career Pathways Lead Team.
9. Manage Careers Centre.
10. Attend update meetings for all tertiary organisations and ITO's.

11. Promote work-based skills within the school community of parents and other stakeholders to come into school and share with students.

II STAR (Secondary Tertiary Alignment Resource) responsibilities

1. Liaise with school accountant and teachers of STAR subjects to establish an annual budget for the next year at the beginning of Term 4 for all STAR funded activities in school, including vocational school subjects, teacher aide support for work based class room activities, short courses and distance learning courses such as tertiary papers. This budget will take account of student numbers and degree of resourcing required by each subject. To maintain a contingency fund for unexpected but worthwhile courses in the year ahead. To receive budget requests from STAR teachers and allocate funding for the next year in Term 4. To report agreed budgets to the school accountant plus any alterations required during the year.
2. Prepare the MOE STAR Review at end of year and submit to the Principal for review and signing.
3. To encourage STAR funded teachers and meet with them to review their outcomes and look at any modifications to courses and funding required to achieving this.
4. To promote STAR funded courses to extend high achieving students and provide hands-on courses for low academic students. Liaise with academic deans about student needs.
5. Register students for short courses and distance learning courses and take a bond from students, which is refundable on completion.
6. Ensure that the school has an MOU with all STAR providers and keep these in an online register for the NZQA Principal's Nominee.

III Gateway responsibilities

1. Using the online TEC (Tertiary Education Commission) Workspace, and information posted there to help the coordinator manage this resource.
2. Set annual Gateway budget in conjunction with Career Pathways Workplace/Gateway Coordinator and oversee this spending with the coordinator. Review the Gateway accounts at end year with the coordinator and look for methods of improving outcomes.
3. Ensure all health and safety policies are up to date and being actioned, and that petty cash systems are accounted for correctly.
4. Support the Career Pathways Workplace Coordinator in occasional supervision of small groups of students as they complete chosen standards. Give direction as required to the Career Pathways Workplace/Gateway Coordinator about the Gateway curriculum.
5. With support from the Career Pathways Workplace/Gateway Coordinator throughout the year ensure that targets for student intake for July 75% and end year 100% of student placements are filled and the credit average of 20 credits at any level per student is maintained.
6. Encourage PD opportunities throughout the year for Career Pathways Workplace/Gateway Coordinator.
7. With support from the Career Pathways Workplace/Gateway Coordinator, manage Trades Academy students in the Gateway classes as these pastoral payments are paid into the Gateway accounts.
8. Check that the coordinator has set up an MOU with each provider and that these are recorded on an online register for NZQA Principal's Nominee.
9. Collaborate with Career Pathways Workplace/Gateway Coordinator to ensure that reports are written for Gateway students.
10. With assistance from Career Pathways Workplace/Gateway Coordinator, ensure that all Gateway students have individual career plans and that assessment practice is valid – i.e. preventing plagiarism.
11. To promote Gateway learning to all students.

IV Trades Academy responsibilities

- 1 Together with Career Pathways Workplace/Gateway Coordinator, interview students and liaise with parents so that everybody understands how this programme works.

- 2 Together with Career Pathways Workplace/Gateway coordinator register students with Toi Ohomai and Taratahi Institute.
- 3 Liaise with BOP Trades Academy to confirm placement of students in their courses one day out of school per week.
- 4 Liaise with secondary school office, parents, deans and Trades Academy, to ensure smooth start and end to the programme.
- 5 Liaise with Toi Ohomai throughout the year to ensure appropriate communication and reporting is maintained.
- 6 Setup and manage transportation.
- 7 Ensure that pastoral care payments are invoiced and debited to Gateway accounts.
- 8 Attend Trades Academy meetings.
- 9 Ensure an MOU is setup for each provider and recorded in the online register.
- 10 Ensure that all Trades Academy students have an individual career plan.
- 11 To promote Trades Academy learning to targeted students.

F APPRAISAL

All aspects of the College's Appraisal Programme must be completed each year.

G ACCOUNTABILITY

For daily supervision to the Deputy Principal and for employment matters to the Principal.

EMPLOYEE

PRINCIPAL

DATE