

Wellington College

LAL Careers & Transition - 2PMU + 1MMA + Career's Allowance

JOB DESCRIPTION

including Gateway, STAR, and Career Education and Advice

Responsible to:	Principal
Functional Relationships with:	Principal, Deputy Principal's, Pastoral Network, Careers Staff, Subject Teachers, Students, Parents and Whanau, Deans, Tertiary Liaison Officers, Tertiary Education Commission, Tertiary Training Providers, Employers, I.T.O's, Employers and external providers of career information and guidance.
Responsible for:	Gateway Coordinator, Transition
Annual Term of Engagement:	Permanent full-time
Terms of Employment:	As per the Secondary Teachers' Collective Agreement
E.E.O. statement:	Wellington College is an equal employment opportunities employer

Transition and Careers play a key role in the school, ensuring that senior students have access to learning experiences which assist them in making appropriate choices when joining the workforce or undertaking further education or training. This is particularly true for pupils whose needs are not being met in conventional school subjects.

This position involves taking overall responsibility for the programmes and leading a small team, including teachers and support staff. A key element of the role is ensuring existing systems are followed, as well as planning for future developments and refinements.

It involves coordination between pupils, staff, employers and tertiary providers.

PERSONAL ATTRIBUTES

In addition to the person attributes of a subject teacher the Head of Department will have:

- Proven leadership and collegial skills
- Knowledge of the Career Education Benchmarks
- Proven IT skills to be able to develop on-line learning resources
- Excellent communication and interpersonal skills
- The ability to lead and be part of a team
- The ability to develop leadership in others
- Commitment to supporting Wellington College and the College community
- High quality written and oral presentation skills.
- A strong commitment to providing our pupils with opportunities to learn about the workplace.
- A strong commitment to ensuring success for those pupils for whom a traditional school curriculum is less than satisfactory.
- The ability to plan and manage a budget of approximately \$150,000

OVERVIEW OF POSITION

- To manage and maintain the transition services already in place and to develop and expand the scope of the current programme/s
- To provide learning opportunities for students which align with the PC Way
- To reference planning and decision making to the Wellington College Charter
- To apply, reflect and report on the Career Education Benchmarks and their implementation across the school community.
- To promote an inclusive environment where students are encouraged to reach their potential
- To create a culture of high expectations for all students

KEY RESPONSIBILITIES

1. **Provide leadership and direction for Pathways, Gateway and Career Education**

- Oversee the implementation of the Career Education Plan for Years 9-13
- Co-ordinate the Transition and Careers team
- Keep yourself and the team well briefed on developments in the transition/careers environment
- Facilitate the PL of the pastoral network, HoD's, individual departments and any other staff, keeping them informed about career education and Vocational Pathways
- Consult with staff about their priorities and ideas about transition services and incorporate these, when appropriate, into the annual and strategic plans
- Develop an annual development plan, analyse results, write an annual report
- Lead an appropriate, self-review process and report outcomes to management and the BOT

- Develop and maintain budget
- Oversee and be involved in the development and up-keep of the careers website and other online presence
- Appraise staff annually
- Whole staff professional learning of Careers Central

2. **Plan and implement programmes using good data analysis**

- Oversee the maintenance of a Gateway Programme which is consistent with TEC requirements
- Approve all student placements
- Facilitate Gateway teaching programmes
- Ensure industry Unit Standards are administered for student assessment as appropriate
- Collect data and maintain records on all pupils on the transition and work placement programmes.
- Lead a biennial self-review process and report biennially on the outcomes and effectiveness of the transition programme/s
- Develop year plans and teach Pathways/Gateway subject classes
- Keep all units of work used in Pathways/Gateway subject classes up to date (including Learner Workbooks, Assessments and Sample Answers)

3. **Effectively manage the current Gateway, STAR and Vocational Programmes**

CORE TASKS

Maintain existing relationships between providers, school and student and establish new placements for Wellington College students.

OFF-SITE/WORK PLACEMENT – in conjunction with Gateway Co-ordinator

- Initiate, establish and maintain industry links.
- Facilitate contracts with new industry providers.
- Provide and explain training programmes to providers.
- Monitor regularly the progress of students.
- Monitor the progress of programmes to ensure that targets are being met.
- Maintain clear lines of communication between the off-site provider and the school.
- Ensure that programme evaluations are completed by all parties at the conclusion of the course.

RECORD KEEPING– in conjunction with Gateway Co-ordinator

- Maintain student files for Gateway, STAR, and Distance Learning Programmes
- Complete required N.Z.Q.A, I.T.O, TEC and STAR/MOE documentation and action to meet deadlines
- Ensure that information is updated and current at all times
- Prepare a report on each completed programme, based on evaluation information

GENERAL

- Assist the Careers Department to facilitate the various course packages for students
- Assist with Special Needs students' work exploration placements when required
- Attend all LAL and HoD meetings

4. Industry training organisation liaison– in conjunction with Gateway Co-ordinator

- Maintain clear lines of communication between the I.T.O.'s and the school
- Access and purchase assessment material and assessors where needed
- Receive and disseminate information
- Initiate contact with I.T.O.'s as part of the development of new programmes

5. Trades' Academy

- Liaise with Trades Academy staff and representatives
- Oversee the enrolment of students into Trades Academies (Taratahi, Ucol, WTA)
- Manage pastoral care of students on Trades Academy courses
- Assist in course selection and implementation supports successful completion of both Trades Academy courses and school-based programmes of study

6. Provide sound management

- Ensure good systems are in place and agreed policies are adhered to
- Manage and prioritise the day to day allocation of Gateway and STAR funds to meet individual student needs (or groups of students) through the budget and make records available for audit each February
- Hold regular team meetings and minute decisions
- Change existing policies or procedures in line with changing external circumstances and demands

- Assist the work placement co-ordinator by visiting existing worksites and searching for new ones

7. Liaison with the staff, tertiary training providers, the wider school community

- Liaise between principal, staff employers, parents students and TEC representatives as and when appropriate
- I.T.O liaison and Careers NZ
- Maintain good relationships with work providers and encourage others to participate
- Keep good relationships with EIT in particular, but other tertiary providers as well
- Keep good communication channels with the school teaching staff and wider school community
- Liaise with parent groups to provide career and Vocational Pathways information
- Assist Deans with the course selection processes
- Ensure Vocational Pathways information and UE criteria in Course Booklets is up-to-date and accurate

8. Ensure all communications are of a high standard

- Keep a high standard of written and spoken communications
- Deal politely and expeditiously with complaints
- Maintain professional and positive relationships with all staff