



Hours:	Permanent part-time 33 hours per week term time, plus week 0 (Allowing 28 hours/week Gateway and 5 hours/week Careers Assistance)
Remuneration:	Support Staff in Schools Collective Agreement, Grade 4
Reporting lines:	Head of Department Careers Deputy Principal Careers Principal.

The Employer and the Employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of Rangitoto College.

The primary purpose of this position is to provide high-quality administrative and student support in the careers department to meet the changing needs of the school.

Prime Responsibilities / Key Tasks

Gateway Programme Coordination and Delivery

- plan, coordinate, develop and deliver an Individual Learning Plan for each Gateway student in consultation with the student and teacher
- arrange short courses for relevant core units and students' individual learning plans
- source industry and course information for student learning plans and future career pathway options
- support the Gateway teachers as required, including;
 - recruitment of students, preparing students for work placement interviews, sourcing of resources, preparation of materials
- seek and negotiate work placements for students, attend work placement interviews and at-work visits with students
- complete all relevant documentation pertaining to work placements; employer/student agreement, employer's Health & Safety checklist, student/parent contract, confirmation emails to employer, student, parents & teachers
- build and maintain positive business relationships with the local employers and tertiary/industry providers
- develop, implement and maintain efficient administration systems and ensure administrative processes are completed in an ordered and timely manner
- create and manage the annual Gateway budget, including TEC funding applications and invoice approvals while maintaining accurate financial records on all aspects of Gateway funding and expenditure
- ensure all TEC benchmarks are met for funding and complete all Gateway reporting requirements using the appropriate systems on TEC's website.
- review, update and maintain all Memorandums of Understanding (MoUs) for Gateway providers
- facilitate and attend North Shore Gateway Consortium Meetings
- attend relevant industry update days
- develop and deliver an appropriate end of year function for students, parents and relevant staff
- assist in the preparation of Annual Report for both Gateway and Pathways to Employment

Careers Department

To provide assistance to the Careers Department, including but not limited to:

- Ranginet & Career Central updates
- Leavers Destinations Survey
- Events & Volunteer opportunities
- Talking with potential employers regarding job opportunities
- Connecting students with Careers information

First Aid

- Emergency cover for the health center from time to time

Personal Attributes. The position requires the application of the following personal attributes:

- friendly, patient, mature and professional
- team-orientated, able to multi-task and have a good sense of humour
- excellent people skills including the ability to relate to students
- logical and methodical
- have initiative and take responsibility
- meticulous accuracy and attention to detail

Skills and Experience. The position requires the following skills and experience:

- Excellent organisational skills;
- Experience in establishing administrative systems
- Intermediate level computer & keyboard skills, particularly in the use of Microsoft Office and Google Suites
- Accounting/book-keeping skills/experience
- Experience in creating and updating systems and procedures;
- The ability to work autonomously and within a team
- Demonstrated experience in Excel, Word and Google Platform
- Demonstrated experience in time management and communication

Expectations

The position of administration carries with it a number of expectations including:

- commitment to the College and to the enhancement of its tradition of excellence
- contribution to the life of the College
- a commitment to participate in professional development and performance management programmes
- a desire to see students achieve to their full potential

It is expected that standards of professional conduct, dress, language and manners of employees will reflect credit on the College.

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Gateway Coordinator
(NAME)

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Date

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Director of Human Resources (Pam Watson)

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Date