

JOB DESCRIPTION

POSITION	Gateway and Transition Coordinator
TENURE	Fixed term (28 th April 2025 to 5 th December 2025)
RESPONSIBLE TO	Head of Department Careers Education
HOURS OF WORK	30 hours per week, Term Time Only
GRADE	Grade 5 (Support Staff in Schools Collective Agreement)



SHIRLEY BOYS'
HIGH SCHOOL
Ngā Tama o Ōruapaeroa

KEY TASKS:

1. Employer Network for Gateway, Work Placement, and Transition

- Form relationships with Industry Training Organisations (ITOs) and Private Training Establishments (PTEs), gaining information about ITO learning and assessment requirements and obtaining learning and assessment materials.
- Identify local employers already involved in industry training or with the capacity to provide training.
- Establish links with tertiary apprenticeship coordinators.
- Produce employer information packs and resources.
- Build up a network of employers and maintain good communication with them.
- Develop an individual approach to each employer/industry.
- Organise Gateway and work placements and visit students and employers during these placements.
- Accompany individual students to get PPE equipment for students' work placement.
- Ensure that the Tertiary Education Commission and Government regulations are met in relation to Gateway processes and expectations.

2. Support for Gateway, Work Placement, and Transition

- Develop and maintain the Careerwise website.
- Prepare regular outcomes reports to TEC, based on their guidelines and ensure that this information is made available to relevant staff.
- Assist Careers and Transition Teacher with coordination of STAR programme, i.e. arrange bookings, liaise with providers and form tutors, ensure parent permission slips returned, notify attendance officer.
- Maintain accurate records of students using STAR courses and keep accurate records of STAR course expenditure for year.
- Assist Careers and Transition Teacher with coordination of Dual Enrolment programme.
- Co-ordinate and submit applications for the Dual Enrolment programme.
- Liaise with the Dual Enrolment providers to enter and monitor attendance.
- Work with relevant providers to support the Drivers Licence training course.
- Organise and publicise University Liaison visits.
- Coordinate the collection and dissemination of Gateway, Work Placement, and Transition information.
- Be responsible for all relevant correspondence, mail, filing, records, compilation and communication with HODs, employers, ITOs and students.
- Interview and select suitable students for the Gateway programme.

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www.shirley.school.nz

3. Health and safety

- Maintain a database of employers and students used for Gateway and Work Placement.
- Ensure all students complete the health and safety induction for Gateway and Work Placement.
- Complete necessary health and safety documentation for all students on Gateway and Work Placement, including Police checks, PPE, placement contracts.
- Attend interviews and support students with the workplace induction.
- Ensure that Shirley Boys' High School EOTC policies and procedures are completed.
- Establish student and employer monitoring and recording systems and meet regularly with students to check in on their physical and emotional safety.