



**Rangitoto
College**

Careers Advisor Job Description

Position: Careers Advisor (0.8 FTE Permanent)

Responsible to:

Head of Department - Careers
DP Careers
Principal

Prime Responsibilities

- Support the Careers Department by providing proactive, targeted intervention and guidance:
 - Provide high-quality, one-to-one career counselling sessions for students (and parents/ caregivers as required), including proactive, scheduled meetings for all Year 12s, self-referrals, staff referrals, or parent/caregiver referrals.
 - Work with each student to create an individual career action plan with clearly identified “next steps”.
 - Provide targeted one-to-one appointments for Year 11 students identified as at risk of not having a viable Year 12 pathway in Term 4.
 - Increasing Parental / Caregiver engagement and holistic support through ensuring parents/caregivers receive relevant information and signposting, following individual student appointments.
- to carry out teaching and other assigned duties in a manner consistent with College policies and practices
- contribute to the work of the Department under the leadership of the Head of Department and Curriculum Leaders
- contribute to the wider life of the College

Key Competencies

Careers curriculum

Competence will be demonstrated by:

- current and expert knowledge of current information and trends of all post-school pathways: tertiary education, industry training, and employment sectors
- being conversant with, and competent in, the New Zealand Curriculum of the subjects taught
- demonstrating appropriate teaching techniques and student management skills, including structured and progressive one-to-one structured meetings.
- enabling and encouraging students to be inspired by diverse opportunities, and be prepared to be courageous in pursuing their aspirations
- preparing students for interviews and assessments in preparation for their next steps

Recording and reporting

Competence will be demonstrated by:

- using appropriate tools and templates in line with Career Department practice.
- Monitoring carefully the progress of each individual student and recording this accurately
- liaising with parents / caregivers regarding individual student career related information and support.

Careers provision and delivery

Competence will be demonstrated by:

- promoting one-to-one meetings within a purposeful and positive learning environment
- stimulating student interest and active participation
- structuring group sessions and individual meetings effectively

Relationships with students

Competence will be demonstrated by:

- promoting the personal and educational welfare of students
- respecting the individual needs and cultural backgrounds of students
- establishing and maintaining professional positive relationships with students
- being firm, fair and consistent in student management
- consulting with the Guidance Department, Deans and learning support teachers on student issues requiring additional specialist input

Resources

Competence will be demonstrated by:

- creating, maintaining, using and developing a variety of careers resources
- maintaining and storing resource materials as required by the Head of Department

Whole school contribution

Competence will be demonstrated by:

- taking part in some form of extra-curricular activity with students
- contributing to Department, committee and other professional forums
- attending and contributing to career related information evenings and events.
- Support the organisation of including Pathways Evening and Careers Week.

Relationships

The Principal is responsible for the conditions of employment of the teacher.

The Careers Advisor will, on a day to day basis, work closely with the Head of Department Careers, Curriculum Leaders and Deans and build and maintain positive relationships with external parties: tertiary education providers, industry training organisations, and employers.

Teachers are encouraged to maintain collaborative and collegial working relationships with colleagues.

Reporting

The teacher will report to the Head of Department, who will be responsible for the performance management appraisal of the teacher.

Expectations

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

- commitment to the College and to the enhancement of its tradition of excellence
- a commitment to participate in professional development and performance management programmes including:
 - Maintain membership with Careers & Transition Education (CATE) and attend relevant update days and professional development events as agreed with the Head of Department - Careers.
 - Dissemination of key information to the rest of the Careers Team to support development of staff knowledge within the department.
- attendance at school functions and showing an interest in other school activities
- an interest in students and a desire to see them achieve to their full potential

In addition to the above expectations, most important will be the achievement of the objectives set by the teacher for the ensuing year and which have been agreed to with the Head of Department responsible for the teacher's performance management.

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TEACHER ()

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Date

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PRINCIPAL (Patrick Gale)

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Date