



APPLICATION AND APPOINTMENT PROCEDURE

Head of Future Pathways

1MU, 2MMA and Careers Allowance

Full-time permanent from 28 January 2020

Rangiora High School is an equal opportunities employer. Applications will be considered on merit regardless of disability, handicap, marital or parental status, race, religion, gender or sexual orientation.

Rangiora High School is a progressive decile 9 co-ed school of 1700 students. We are committed to PB4L including restorative practices; and culturally responsive pedagogy. We are actively seeking innovative practitioners who have student voice and choice firmly at the heart of their practice. The principles behind Rangiora High School's Connected Curriculum are Ako and Wānanga. Applicants must be passionate about improving student engagement and achievement, and be willing to commit to co-curricular and extra-curricular activities.

1. Closing date

- Applications for this position close at 9am on Wednesday 20 November 2019.

2. Method of Application

- Applications are only accepted electronically through the School Jobs New Zealand website schooljobs.nz
- Applicants may enclose additional curriculum vitae and other supporting material.
- A covering letter should be addressed to the Principal, Ms Karen Stewart.
- Application material will not be returned once the appointment has been made.

3. Referees

- Applicants are asked to provide the names and addresses of three people who may be contacted to act as Referees.

4. Short-listing and Interview

- Short-listing and interviewing of applicants will occur in the week after applications close.
- Applicants invited to an interview for this position will have their travel costs reimbursed where necessary.
- Applicants wishing to bring whānau or other support to the interview may do so at their own expense and should contact Mrs Faye Wallcroft, PA to the Principal, on 03 3118888 or faye.wallcroft@rangiorahigh.school.nz in advance so that suitable arrangements can be made.

5. Tenure

- The appointee will be offered an employment agreement with the Board of Trustees. The appointee will be asked if they wish to become a party to the Secondary Teachers' Collective Agreement or to be employed on an Individual Employment Agreement (which reflects the terms of the collective agreement).

6. Salary

- The salary offered will be in accordance with the Secondary Teachers Collective Agreement as assessed by the Salary Assessment Unit of the Ministry of Education and as appropriate to the appointee's qualifications, training and experience.

7. Professional Learning and Development

- All teachers new to the school will take part in an induction programme and will be provided with advice and guidance through the school's professional support system.

8. General

- The school's Charter is available [here](#) on the school's website: www.rangiorahigh.school.nz
- All staff are expected to be familiar with, and comply with, the Education Council of Aotearoa New Zealand's 'Code of Professional Responsibility and Standards for the Teaching Profession' available [here](#).

For further information or clarification, applicants are welcome to contact Mr Chris Quigley, Deputy Principal, on 03 3118888 or chris.quigley@rangiorahigh.school.nz

Rangiora High School

Te Kura Tuarua o Rangiora

"Creating inclusive, equitable and relevant learning opportunities with clear pathways that meet the aspirations of our community and empowers every student towards life-long learning."



Head of Future Pathways (1MU, 2MMA and the Careers Allowance)

Role Description

Purpose of the role

The purpose of this role is to further develop, lead and evaluate programmes of learning to support ākonga to develop the capabilities and their own pathway to successfully transition towards workplace, training or further education.

The Head of Future Pathways will take a collaborative, team-based approach to working with teachers, parents, family and whānau to ensure that each student is supported and empowered to plan their vocational pathway in a safe, equitable and inclusive environment.

Role Description

Tenure: Full time, Permanent (1.0 FTTE)

Reporting to: Through the Principal to the Board of Trustees; reports directly to the Head of Learning Support

Direct Reports: Careers Advisor, Gateway Coordinator / Careers Administrative Assistant

Role requirements

To be considered for the position, applicants will hold a current teaching practising certificate and have...

- demonstrated successful experience in working with young people and their parents, whānau and family in careers education and guidance
- a sound knowledge, commitment to, and understanding of [Youth Guarantees](#), including [STAR](#) and [Gateway](#)
- the ability to lead and embed the ongoing development of schoolwide careers education / development planning within Rangiora High School Learning Advisory model (Ako)

Rangiora High School will be a centre of learning excellence that supports and prepares each learner to connect with and contribute to our global community.

Head of Future Pathways Role Description

- a qualification, training and / or significant experience in careers education
- excellent networking, listening, verbal and written communication skills
- demonstrated successful experience in using digital tools -
 - career tools such as Profile Builder, Careers Central, Careers Quest, CV Builder ...
 - Google Suite
 - KAMAR - Student Profile Module, including goal-setting interviews
 - Social Media - FaceBook, LinkedIn ...
- an understanding of te ao Māori and a culturally responsive practitioner'
- an understanding of restorative practice and a PB4L practitioner

Role functions

Focus Areas / Tasks	Outcomes
1. Careers Education and Guidance	
Support students through building a Year 9-13 learning programme to help learners to <ul style="list-style-type: none"> • better decisions about tertiary study and employment • complete at least NCEA Level 2 and make better transitions from secondary school to the workplace, training or further education • manage their own learning and work choices over their lifetime 	<p>Lead the ongoing identification of careers needs across the school with specific focus on meeting the needs of Māori, Pacific and international students; and students identified 'at risk' of leaving school without achieving NCEA Level 2 or at risk of making poor transitions</p> <p>Prioritise targeted students for careers advice / guidance. Support members of the Careers team to develop individual learning programmes and pathways for these learners</p> <p>Lead the ongoing development of a range of careers education learning activities / workshops / events to meet the career development needs of students by working in 1-1, small groups, class, cohort and whole school settings as appropriate to the student's / schools' needs</p> <p>Lead the use of online careers programmes / tools to assist in the delivery of career programmes</p> <p>Work collaboratively to develop Year 9 - 13 Ako learning programmes and careers education resources that support learners to grow their career management competencies and employability skills</p> <p>Support learners with applications for courses, future study, employment, scholarships and accommodation options</p> <p>Support learners by providing advice on CVs, job applications and interview techniques. Including teaching a transition class.</p>

Head of Future Pathways Role Description

	Report regularly to the school leadership about numbers of students accessing careers education programmes interviews, workshops and events, student needs, leaver destination trends, work experience trends, issues and next steps regarding career education
2.0 Subject Selection	
Support students to make informed decisions regarding course selection leading to relevant and meaningful tertiary options and / or future pathway choices	<p>Contribute to the development of subject selection material - publicity material, online information and other communication channels as required</p> <p>Attend Subject Selection evening providing advice and guidance to students, their parents, whānau or caregivers</p>
3.0 Teacher / Kaiako capability	
Support RHS teachers / kaiako to lift their capability to better meet the career needs of learners, and to the support of parents, family and whānau	<p>Provide professional support regarding current trends and information to teaching staff</p> <p>Support teachers / kaiako to develop their capability through professional development and sharing of best-practice evidence-based strategies and practices in supporting students in planning their vocational pathways</p> <p>Embed a culture of collaboration within the careers team and between members of the careers team and kaiako where different approaches are openly observed and shared</p> <p>Support Middle Leaders (pastoral and academic) with organisation of careers-related experiences / trips and industry / tertiary related speakers, as appropriate</p> <p>Work collaboratively with the Alternative Education Manager, Head of the Mainstream Unit to support them in developing transition programmes</p>
4.0 Parents / Whānau partnerships	
Actively forges strong connections with parents, family and whānau to develop their knowledge and understanding of how the concept of 'career' is changing for young people	<p>Ensures parent / whānau and student voice is heard and represented when making decisions about the allocation of careers, STAR and Gateway resources</p> <p>Works with Careers team members and kaiako to ensure that parents / whānau are given access to careers resources and guidance at an early stage so they are able to be proactive in supporting their child's decisions</p> <p>Helps Learner SupportCareers team and kaiako to build</p>

Head of Future Pathways Role Description

	capability and confidence in working in partnership with parents / whānau, to support their child to make better choices about tertiary education and employment
5.0 Liaison	
Actively forges strong partnerships and networks to develop opportunities for learners.	<p>Promote and coordinate external careers and tertiary education related visits to the school</p> <p>Work collaboratively with members of the North Canterbury Futures Team to plan and run annual events such as the North Canterbury Careers Expo and employer 'speed dating activities'</p> <p>Actively forges strong partnerships and networks with local councils, business owners / CEOs, government agencies and North Canterbury Enterprise to develop further learning and work experience opportunities for learners</p>
6.0 Effective and Efficient systems	
Organise work experience placements for learners, as appropriate	<p>Be responsible for ensuring that all work placements are health and safety checked</p> <p>Organise rota visits for each Work Experience placement to enable staff to monitor students</p> <p>Seek advice, as appropriate, regarding specialist assessments</p> <p>Monitor work experience choices for evidence of stereotyping</p> <p>Maintain (and develop) a register of business and community contacts</p>
Develops effective, efficient systems to support learners to progress and achieve	<p>Is familiar with and is guided by the school's policies and procedures</p> <p>KAMAR records are maintained by members of Careers team to a sufficient standard to be useful and credible when writing /providing references</p> <p>Prepares and maintain a Careers Strategic plan and operating manual</p>

Head of Future Pathways Role Description

7.0 Professional Learning and Development	
Uses professional learning opportunities to improve and further develop understanding of best practice in Careers Education	<p>Keep up to date with information about training pathways, labour market information, legislation and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies</p> <p>Participate in training and professional learning activities to ensure that career education programmes are current and 'best practice'</p> <p>To work with the Careers team to implement the recommendations of the triennial faculty review reports</p>

Professional knowledge, relationships, values and engagement

All teachers at Rangiora High School will embody the Code of Professional Responsibility and Standards for the Teaching Profession.

Professional knowledge in practice
Standards
<p>Te Tiriti o Waitangi</p> <p>Demonstrate commitment to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand.</p>
<p>Professional learning</p> <p>Use inquiry, collaborative problem solving and professional learning to improve professional capability to impact on the wellbeing of all learners.</p>
<p>Professional relationships</p> <p>Establish and maintain professional relationships and behaviours focused on the learning and wellbeing of each learner.</p>
<p>Learning-focused culture</p> <p>Develop a culture that is focused on growing student wellbeing, and is characterised by respect, inclusion, empathy, collaboration and safety.</p>
<p>Design for learning</p> <p>Design learning based on curriculum and pedagogical knowledge, assessment information and an understanding of each learner's strengths, interests, needs, identities, languages and cultures.</p>

Head of Future Pathways Role Description

Teaching

Teach and respond to learners in a knowledgeable and adaptive way to progress their learning at an appropriate depth and pace.