

HEAD OF PATHWAYS-JOB DISCRPTION

Careers

- Work with SLT to promote a school wide career programme with the main tool being - Career central and keeping this updated.
- Being aware of the career benchmark requirements.
- Individual career guidance on an as required basis with students and parents/caregivers.
- Work with the guidance team and SLT to “fit” students into subject’s selection to meet their career aspirations.
- Organise and plan onsite seminars, Community Careers Expos and Maori Career Expo at the local Marae.
- Organise course planning visits, P.T.E visits, and administration of Open days.
- To meet and be available to meet with parents, caregiver and students outside normal school hours.
- Select student for taster courses and organise transportation.
- To assist students with computer aided career assessments.
- Attend junior and senior report evenings
- To be a member of CATE.
- To attend conferences.

Gateway - overall responsibility of the gateway programme

- To work closely with the Gateway Liaison/co-ordinator to ensure the programme meets the TEC (Tertiary education Commission) requirements.
- Ensure workplace Health and Safety requirements for students while on placement are met.
- To meet with staff, students and employers with onsite visits from time to time.
- There is a requirement to oversee and find solutions to issues that arise.

Pathways

- Oversee and monitor processes and procedures to meet the S.T.A.R funding requirements.
- To oversee onsite and offsite S.T.A.R funded courses.
- Liaise with SLT and guidance network to target individual courses-helping retain students in education.
- Teaching a class.
- Moderation of units and marking.
- Course planning

Trades Academy-Wintec and Taratahi

- Oversee student’s entry criteria and monitor performance, behaviour and transport issues that arise.

General

- Miscellaneous tasks as requested by parents and SLT to meet the variety of needs of students.
- To retain students in education-this may involve securing a course placement outside of school during the year. This will involve visits and transportation.
- To oversee students on section 71 of the education act.
- Prepare and source suitable alternative targeted programmes that meet the needs of students.
- Prepare the Board report.
- Prepare and manage budgets for the department.
- Attend update meetings/information days/evenings by industry and PTE's.