



# RICCARTON HIGH SCHOOL

Te Kura Tuarua o Pūtaringamotu

## POSITION DESCRIPTION

### Careers Adviser

<b>Tenure:</b>	<b>Permanent, Full time</b>
<b>Remuneration:</b>	<b>1 Permanent MU, Careers Advisor Allowance</b>
<b>Responsible to:</b>	<b>Principal Leader of Learning (Student Support)</b>
<b>Functional Relationships with:</b>	<b>Leader of Learning (Student Support), Deputy Principal Teaching and Learning, Deputy Principal Pastoral Support, Guidance Counsellors, Vocational Pathways Co-ordinator, Administration Team, Kaitiaki and Learning Design Team, Subject Teachers</b>

#### **Purposes:**

As part of the Student Support Faculty:

- Design, document, monitor and periodically review procedures and systems within the Careers and Transition area of the school.
- Develop and operate a Year 9-13 career development programme that provides opportunities for all students to develop the career management competencies as per the New Zealand Curriculum.
- Provide accurate and up-to-date careers advice, information and guidance.
- Maintain and develop the links between the school and the outside community so as to maximise the opportunities for students through Work Exploration, Job Search, a variety of courses and within the school's curriculum.
- Establish and maintain links with tertiary providers.
- Work with the Vocational Pathways Co-ordinator to establish department responsibilities and priorities.
- Work with teachers in career-related matters, and to provide up-to-date, relevant information to draw links between their curriculum areas and student pathways.
- Plan and manage career events in compliance with school's health and safety requirements.
- Inform and report to parents/caregivers on individual career development.

## **Career Information, Advice and Guidance**

- Career Development interviews assist students to develop their career management competencies (know yourself, explore opportunities, decide and act). Individual interviews with students in Years 9, 10, 12 and 13; small group interviews with students in Year 11. The Kaitiaki to attend the career development meetings too, allowing opportunities to form closer connection with the students.
- Parent/Caregiver Evenings at each year level, preceding the career development interviews, help parents learn how to have useful career conversations, and to understand the qualifications and subjects available at each level.
- A well-maintained Careers Room is open to students as a source of current information on a wide range of tertiary and employment opportunities.

As a result of the Career Development programme, students will:

- Understand the qualifications at each level and be able to set realistic academic goals.
- Develop the confidence to accurately describe their employability skills.
- Be taught decision-making skills that link courses of study to individual career plans.
- Be encouraged to explore opportunities offered through a variety of courses, Work Experience/Shadowing, Careers Expos, Open Days, and Seminars.
- Gain an understanding of the career planning process.

### **OTHER RESPONSIBILITIES:**

- To oversee the electronic record keeping process for each student.
- To provide timely and regular information to assist students, particularly those in Year 13 and others who are close to transition, into further study or employment.
- To organise attendance at events for individuals, small groups, or whole year levels, that assist with career decision-making.
- To prepare an annual departmental report.
- To contribute to the Student Support network by liaising with the Deputy Principals, Kaitiaki, Learning Support Co-ordinator and Guidance Counsellors on individual students and issues of common interest.
- To ensure that staff generally are consulted and kept informed on qualifications, training and workplace issues.
- To be actively involved in all course selection issues and procedures and to advise the Heads of Faculty and Learning Design Team on curriculum issues as appropriate.
- Be responsible for a whanau class and prepared to take the careers elective class if required.

## **SUPPORT STAFF - PERSON SPECIFICATION**

Any person employed by Riccarton High School is expected to display the following personal qualities:

- Highly motivated, energetic and organised with the ability to work under pressure to meet specified deadlines.
- Has the ability to maintain a professional and personable attitude at all times and can work co-operatively as a member of a team.
- Can show leadership, respect and support to staff and students.
- Has a clear understanding of the wider issues of education in the school environment.
- Can respond to difficult situations in a proactive manner and complete tasks accordingly.
- Can give and receive constructive feedback.
- Demonstrates a high level of personal presentation, integrity and loyalty.
- Has the ability to maintain confidentiality.
- Is willing to consider extra hours of work when necessary.
- Will show enthusiasm and commitments to promoting fiscal responsibility.
- Is able to communicate clearly, both verbally and in writing, to a range of audiences.
- Shows a willingness to pursue opportunities for professional development attending suitable training courses, as appropriate.
- Has initiative, is innovative and can anticipate when appropriate action may be necessary.
- Supportive of the Riccarton Way ethos of commitment, honesty, respect and excellence:
  - presenting a good image and treating students, staff and visitors with courtesy
  - an awareness of the intent and spirit of the Treaty of Waitangi
  - cultural sensitivity to students and community members from all cultural backgrounds
  - demonstrating an awareness of the needs of students and visitors with physical and intellectual disabilities

*Note: This job description is subject to annual review.*

### **Declaration:**

I have read the content of this job description and understand and accept its parameters.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_