

GATEWAY CO-ORDINATOR/ KAIRURUKU WHAKAWHITINGA MAHI

JOB DESCRIPTION

Responsible to: Head of Transition & SLT Transition

Area of responsibility: Operation of Gateway programme and assisting Careers

Rationale: To assist in the administration of Gateway and Careers.

Hours of Work:

- Full-time, permanent position
- The [position is a non-teaching position.
- The position of Gateway Coordinator is paid using the current Support Staff in Schools Collective Agreement (SSSCA) and will be determined based on experience.
- 40 hours per week
- Term time only – work outside this time will be time sheeted but must be approved before taken
- 8:20am to 5:00pm. (40-minute unpaid lunch break and 25-minute paid morning tea break) These hours are flexible and can be negotiated with the Head of Transition.

KEY TASKS

As per direction from Head of Transition and SLT Transition. **This job description is in draft form and tasks can be negotiated with the Head of Transition**

Administration

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| Finance | Process purchase orders and invoice requirements for Gateway, as per the school's accounts procedures. |
| Correspondence | Attend to inward and outward correspondence, as required. |
| Record Keeping | Maintain all records in a manner consistent with either the Tertiary Education Commission (TEC) or Ministry of Education (MOE) requirements. Current Gateway placements Maintain Gateway database and ERS online records. |
| Administrative | Assist with the provision of additional administrative/secretarial services, as requested by the Careers manager. |

Student Participation/Placements (Gateway)

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| Documentation | Collate student confirmation of interest, student/parent contracts and learning plans. |
| Correspondence | Produce formal letters to employers re student details and formal placement letter to student with employer details and expectations recorded. |
| Memorandum of Agreement | Between employer, school and student to be formalised prior to placement. |

Complete TEC Withdrawal forms for all students as each Industry Placement is completed and load on to ERS.

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| Transport | Ensure students are able to be transported to and from workplace on first day. Monitor transport provisions of students. |
| Resources | Keep career information resources in office and student centre organised and up-to-date. Maintain the careers notice board and areas within the student centre. |
| Events Administrative | Assist with the organisation of liaison visits, including careers afternoons and others as required. General office administration, photocopying, typing, reception, admin relief, as required. Organisation and administrative details relating to academic guidance. Manage the office in the absence of the Careers Manager or Gateway Coordinator. |

Trades Academies

Assist the Head of Transition and SLT Transition with the Trades academy placements
Work with trades providers when required and whatever has been delegated
Assist with organisation and administration of Trades Academies

Reporting Requirements

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| Weekly | All administration details to Manager, or as required. |
| Monthly | Progress reports to Head of Transition. |
| Term | Provide reports on all placements for the year to TEC via ERS. |
| Annually | Provide report on all placements for the year to TEC via ERS and inform all <i>Good News</i> stories as they occur. |
| Ongoing | Provide lists of student placements to: <ul style="list-style-type: none">• Student Centre for Absentee lists.• Education out of the Classroom (EOTC) Officer – to meet EOTC requirements.• Class teacher – for helping them in their assessment.• Careers Manager – for information and reporting. |

Careers

Assist Careers advisor with Careers programmes
Assist when required with administration and organisation
Liaise and assist with Franklin Careers programme

Liaison

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| Employers | Apart from public relations ventures (see below), use personal business network and cold-call prospective employers to expand register. |
| Staff | Liaise with teaching staff, as required, and in particular with the Teacher in Charge (TIC) of EOTC, regarding all placements. |
| Parents/Caregivers | Contact them regarding placements, as required. |
| Government Agencies | As required. |

Public Relations

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| Employers | Ensure contact with employers is maintained in an effort to maximise benefits with regard to employments, placements, etc. This could be by regularly keeping them informed by phone or email of special events or news that may affect them. For all employers used during the term, present them with a courtesy gift as a means of thanks. At the end of year, invite all employers who have participated throughout the year to the Sponsors & Supporters evening. |
| Media | As per instruction from the Manager, liaise with the approved media personnel for advertising, <i>Good News</i> stories, etc. Student workplace and event photos. |

As per instruction from the Manager, organise invitations, catering, publicity, etc for events that publicise the Gateway/Careers departments.

Meetings

Weekly: Meet Head of Transition for information, updates, etc.

As required: Industry Training Organisations (ITOs), Employers, parent/caregivers and cluster groups.

Professional Support

To seek regular and ongoing ICT development.

To attend career-based professional development seminars, as relevant.

To attend CATE conference when required

Performance Indicators

1. Appraisal will occur on an annual basis.
2. Appraisal will follow a standard format which may include structured questionnaire feedback from key working relationships.
3. The Gateway Coordinator will be invited to submit a written evaluation of the year, inclusive of recommendation.
4. A formal interview with written feedback will follow with the Head of Transition.

General

Support and cooperation with colleagues.

1. Establish a good working relationship with other staff.
2. Work as an effective, pro-active member of the Tuakau College staff.
3. Show support for school functions and contribute to a positive and collegial work atmosphere.