



Job Description

Position: Pathways Advisor
Responsible to: Principal and SLT Member with Wellbeing Portfolio
Functional Relationships: Students, Parents, SLT, Year Level Deans, Academic Dean, VFT, Teachers, Guidance Counsellor, Social Worker, COL (Transitions), HoDs, and TWA.

Employment Status: Permanent part time or full time

The purpose of this position is to assist in realising Geraldine High School’s Academic Vision that all students are able to access a balanced curriculum underpinned by the NZ Curriculum as evidenced by their progress and achievement in relation to NCEA and other assessment tools.

Specifically “to provide appropriate Career Education and Guidance for all Geraldine High School students in Year 7 and above, with a particular emphasis on specific career guidance for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the workplace or further education/training”. (NAG1.f)

Consistent and transparent processes, consultation and communication are essential. It requires leadership that is proactive to manage both positive and negative aspects of student academic performance.

Key Tasks	
Responsibilities	Performance Indicators:
Leadership	<ul style="list-style-type: none"> ● Work in a positive and proactive manner as a member of the Wellbeing Team (Academic Dean, Year Level Dean) ● Work in a collaborative way with all teaching staff to lead Careers Education throughout the school. ● Assist in setting Strategic goals where required ● Support a programme of future-focused conversations for all students, including their short/medium/long term goals, their future aspirations and careers interests, and the action points they need to get there. ● Provide up to date Careers Pathways information, advice and guidance to all students (and the teachers who are assisting them), as required. ● Be proactive in sourcing and supporting appropriate initiatives around ‘Careers’ themed activities e.g. Industry Sector Days, Guest speakers, Careers Expos, Tertiary Provider/Industry Site visits etc. ● Maintain regular monitoring of ‘at risk’ students who may not be on suitable career pathways by; <ul style="list-style-type: none"> ○ consultation with the Deans and Whanaungatanga Teachers. ○ Setting up Career goal setting targets for at risk students ○ Meet regularly with at-risk students at form time and update MyMahi to reflect meeting outcomes.



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Teacher Support	<ul style="list-style-type: none">● Work with the Academic Dean and Year Level Deans to ensure that Careers is integral to students which may include Year Level meetings.● Work with the Academic and Year Level Deans to ensure all students are supported to monitor their progress in relation to their pathways.● Assisting staff (including SENCO) who are working with 'at risk' students, or students with 'barriers to learning', to develop realistic, constructive Study and Career plans for them.● Assist SLT with the Senior Student Course Selection interviews before the start of the School Year.● Provide ongoing support for teachers and HoDs as they look to provide a balanced and relevant 'Careers' component in their various Curriculum areas, including Year 7-10
Student & Parent Support	<ul style="list-style-type: none">● Present information to students at Year Level group meetings on Careers so that students develop a plan for the years at school and beyond.● Conduct Parent Seminars on pathways.● Be available for individual/small group Careers Counselling interviews for students (and their parents) as requested.● Being prepared to work with 'at risk' students, or students with 'barriers to learning,' (and their parents), to develop realistic study and Career plans.
Administration	<ul style="list-style-type: none">● Contribute careers related articles and information to School newsletters, School website, School Facebook and through student and staff email.● Verbal Reports to Principal and an annual written report to the BOT. Add information to Kamar and MyMahi about students when necessary.
General Duties	<ul style="list-style-type: none">● Attend wellbeing, staff and HoD meetings.● Support SLT with school leavers.● Where appropriate work with Academic and Year Level Deans.● Support School leavers reference, including CCRF.● External Scholarship applications e.g. UC, UO.● Ensuring Yr13 students have current CV and up to date Career Central information to inform the reference process..● Yr13 Day - CV's, (mock) interviews, finance, life skills, StudyLink, RealMe, insurance etc. Organise guest speakers and activities.● Compulsory course conferencing at the start of the year (Literacy and Numeracy).● Year 13 Leadership Days at the beginning of the year.



Person Specification

Achievement orientated - Supports the school's aim to maximise student learning outcomes and to ensure that each student has the opportunity to achieve to the very best of their ability by providing a personal, empathetic approach.

Strategic thinker - Is able to see the big picture and work strategically towards the vision and goals. Is future focused and can work in a proactive culture. Accurately scopes out length and difficulty of tasks and projects, sets objectives and goals, develops schedules and task/people assignment, anticipates and adjusts for problems and roadblocks.

Data orientated - Is a competent user of data management systems [especially KAMAR]; has skills in interpreting, analysing and synthesising data for a range of purposes; can communicate data findings with a range of audiences.

Facilitation - Is able to lead a meeting effectively, provide relevant information to promote fair dialogue, gather a range of input and synthesise it. Is able to delegate tasks and account for responsibilities.

Patience - Is tolerant with people and processes, listens and checks before acting, tries to understand the people and the data before making judgments and acting, and follows established processes.

Time Management - Uses his/her time effectively and efficiently, values time, concentrates his/her efforts on the more important priorities, gets more done in less time, can attend to a broad range of activities.

Peer Relationships/Teamwork - Can quickly find common ground and solve problems for the good of all, can represent his/her own interests and yet be fair to other groups, can solve problems with peers with a minimum of noise, is seen as a team player and is cooperative, easily gains trust and support of peers, encourages collaboration, can be candid with peers.

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Signature of Employee

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Signature of Manager