

Careers Teacher - Job Description

Responsible to:

- Principal, Senior School Deputy Principal and Director of Careers

Functional Relationships:

- Careers Administrators, Teaching staff, Students, Parents, Employers, Tertiary Providers and other stakeholders

The primary roles of the Career's Specialist are:

- To assist the Director of Careers in the teaching, coordination, planning and implementation of the Career's Education Strategy and programmes
- To support, model and promote the school principles, values and ethos.

Key Areas	Expected Outcomes
Careers Education and advice programmes	
Providing effective career's education advice to students in relation to the career's education strategy and programmes	<ul style="list-style-type: none"> • Assist the Director of Careers to develop and implement the school's career education and advice programmes • Operating as a teacher of students • Make career advice available to students who need it, on an individual basis or in small groups • Organise and coordinate special career education learning activities and events • Take part in professional learning opportunities to remain up to date and current
Developing external networks	
To develop connections and relationships with relevant external agencies and networks related to careers	<ul style="list-style-type: none"> • Forming and maintaining strong working relationships with businesses, training providers, tertiary education institutes, etc, for the purpose of furthering careers support for students
Positive and productive relationships	
To work closely with students and their parents/whanau to further career aspirations	<ul style="list-style-type: none"> • Relationships with students and their parents/whanau are positive, productive and support students' career planning and goals
Resource management	
To effectively manage relevant career resources and systems	<ul style="list-style-type: none"> • Manage the development and maintenance of the student database as instructed • Manage relevant career information systems as required • Any other career related duties as required by the Principal and Director of Careers