

Director of Careers

Responsible to:

- Principal, Senior Leader

Functional Relationships:

- Students, Careers Administrators, Director Senior School and Staff leaders, Curriculum Leaders and teachers, Senior Leadership

The primary roles of the Director of Careers are:

- To develop, manage and administer effective career education and guidance programmes to meet the needs of all students
- To support, model and promote the school principles, values and ethos.

| Key Areas | Expected Outcomes |
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| Careers education and advice programmes | |
| Coordinate the development of the careers policy, programmes and procedures | <ul style="list-style-type: none"> ● Coordinate the development of the school's Careers policy/procedures ● Develop and maintain a Career's Education Strategic Plan ● Prioritise funding allocation within the school policy ● Coordinate and manage communication materials ensuring that they are relevant, up-to-date and easily accessible ● Use relevant data to assist in decision making |
| Management of Career's programmes | |
| <p>Manage the effective delivery of Career's programmes, events and activities</p> <p>Ensuring that career information is relevant, up to date and easily accessible for students and staff.</p> <p>Responsible for and management of the STAR, Gateway and Trade Academies programmes.</p> | <ul style="list-style-type: none"> ● Organising and coordinating special career education learning activities ● Develop and maintain a record system that tracks students' career development and interests ● Provide valuable careers information and advice to students ● Work with teachers across different curriculum areas to develop integrated careers programmes where appropriate ● Plan and organise careers professional development for relevant staff ● Undertake relevant professional development and information updates with providers and tertiary institutions ● Make student course selection and career preference information available to students and appropriate staff for planning course availability ● Action and monitor appropriate interventions for at risk students through the pastoral team and relevant agencies ● Identify potential Gateway, STAR and Futures Academies candidates required for identified student pathways ● STAR, Gateway and Futures Academies programmes are operating effectively and meet the needs of the students |
| Communication | |
| To ensure staff and students are aware of the school's Careers policy and | <ul style="list-style-type: none"> ● Career's services are promoted and easily accessible to relevant users ● Maintain a comprehensive collection of careers information resources on careers options, study and training pathways, course entry |

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| <p>education programme and how to access the services</p> <p>Careers information is collected, used and conveyed effectively</p> <p>Careers events and activities are effectively communicated to relevant stakeholders</p> | <p>requirements, application closing dates and financial support and scholarships</p> <ul style="list-style-type: none"> ● Develop a programme of industry and tertiary speakers and visits to workplaces, expos, tertiary open days and other career events ● Inform students, staff and parents/whanau of visiting speakers, displays and community events and provide an opportunity for year 13 students to attend tertiary institution information days etc ● Work with students as required, for specific purposes ie CV development, job seeking, interview preparation ● Maintain networking links with schools and providers and local businesses ● Ensure students are aware of how the Career's staff can support their move to the workforce or further education ● Identify employment opportunities or relevant industries in the local area ● Interview senior students and work with senior staff leaders and pathway teachers ● Be available to meet with parents/whanau and arrange meetings as necessary with students and their families to discuss careers planning ● Organise annual career information activity for students and their families eg. Roadshows, Subject Selection Evening etc |
| <p>Administration</p> | |
| <p>Ensure the administrative function of the Careers area operates effectively</p> | <ul style="list-style-type: none"> ● Collect information regarding careers aspirations and individual needs or abilities from students, and pathway teachers ● Ensure that student files are stored securely, making them accessible to relevant staff and check they are updated after any career discussion with a student ● Attend Curriculum Leadership meetings ● Organise and update career displays on notice boards and elsewhere in the school ● Effective management of relevant equipment and inventory items ● Set an annual budget and manage ongoing payments |
| <p>Evaluation and Review</p> | |
| <p>To regularly evaluate and review the Career's programmes, activity and overall function within the school</p> | <ul style="list-style-type: none"> ● Monitor and evaluate the quality of Career's programmes and activity ● Monitor programmes against annual plans and evaluate the effectiveness of actions ● Use evaluation data to plan and make modifications for the following year ● Meet external reporting requirements ● Report annually to the Board of Trustees ● Update the Careers Education Strategic plan accordingly ● Regularly update policies and procedures |