



PAPAMOA  
COLLEGE

**Director of Careers Position**

**Application Process & Information**



## Director of Careers Position

Dear Applicant

Thank you for your interest in the Director of Careers (2U) position that is currently advertised.

The following documents are attached at the bottom of this letter.

*Director of Careers Job Description*

*Person Specification*

*Papamoa College Profile*

### **Employment Conditions**

As per the [Secondary Teachers Collective Agreement \(STCA\) 2019-2022](#)

Full Time, Permanent

### **Application Process**

The following documents are required to be completed and submitted as part of the online application process:

[Application Form](#)

Curriculum Vitae

[Referee reports](#) (3x) (Applicant to send the referees report link to each referee to complete)

Applicants must currently hold a teaching practising certificate.

The closing date is Wednesday 16 September 2020 for both the completed Application and Referee Reports.

Email Principal's PA: Kerri Turanga for information regarding the application process:

kturanga@papamoacollege.school.nz

Thank you again for your interest in this position and we look forward to receiving your application.

Yours sincerely

Steve Lindsey

**Principal**

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

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

## Person Specification

### Personal Attributes

- Lives life with integrity, strength of character and a strong set of personal values
- Holds high expectations and practices fairness
- Has an enthusiastic attitude and encouraging manner
- Accepts challenges and acts with flexibility
- Has a positive outlook and solutions focused
- Is self aware, reflective and an intuitive understanding of others
- Has a sense of humour and perspective
- Willingness to persevere and work hard
- Has the ability to be calm under pressure and is resilient
- Is passionate to learn and grow
- Values strong connections and interactions with people

### Work Attributes and Experience Required

- Effective verbal and written communication skills
- Ability to prepare reports for a variety of stakeholders
- Self management and organisational skills.
- Strong interpersonal skills
- Passion for supporting young people from a variety of backgrounds and abilities.
- Championing maori engagement and achievement
- Secondary Trained teacher with at least 5 years experience teaching Senior classes
- Career development experience in the secondary school sector, demonstrating best practice
- Preferred experience with student management systems and their main features.
- A working knowledge of NZ Qualifications Framework, Vocational Pathways, Tertiary education, Industry training, STAR, Gateway and Futures Academy
- A knowledge of the range of Universities, their prominent courses, entry levels, scholarships, halls of residence and other specialities

## Papamoa College Profile

Current student roll: 1540

Coeducational Secondary School

State School Y7-13

Middle School Years 7&8 Lower Middle School

Years 9&10 Upper Middle School

Senior School Years 11-13 Senior School

Predicted growth to 2000 students by the year 2025

Currently in early stages of Campus Development Plan

The Papamoa College vision is to develop successful people, who value relationships and community, and are lifelong learners.

- Being successful means achieving at the best possible level in any pursuit and includes academic success, sporting success, arts and cultural success.
- Relationships with people matter and being connected to others is important. Participating and contributing in a community of other people is important for the Papamoa community and is therefore reflected in what we do at Papamoa College.
- Life is a continuous process of growth and development. Learning at school is therefore a continuation of learning at home and in the community. Effective learning is relevant to a student's life and does not stop once a student leaves school.

Student learning includes programmes that integrate curriculum learning areas to provide rich and contextual experiences where possible. Learning through a process of inquiry also provides an environment to develop active, engaged, confident and competent learners. An important part of the student learning experience is being part of a learning community whose members work together for the common purpose of learning and achieving. The physical innovative learning environments throughout the school, provide flexible spaces for students and teachers to use as they journey through their learning and teaching.

A key aspect of student life is the school wide Citizenship Programme and Whanau Programme which promote and reinforce the focus values:

*Whai Kaha Participation*

*Whanaungatanga Relationships*

*Whai Whakaaro Respect*

*Whai Mana Excellence*

Developing as a participating and contributing member of society for a growing young person is an important aspect of Papamoa College.

