



Sacred Heart College

65 Laings Road, Lower Hutt 5010

JOB DESCRIPTION

NAME:**POSITION:**

Careers and Pathways Coordinator

RESPONSIBLE TO:

The Principal through the SENCO/Supported Learning Lead

GENERAL RESPONSIBILITIES:

1. Be familiar with and actively support the school's Special Character, Charter, Policies and General Goals.
2. Implement teaching programmes according to the National Curriculum and the National Education and Administrative Guidelines.
3. Teach allocated classes as set out in the Department's Management Document and Schemes of Work.
4. Adhere to safe practises as set out in Management Documents.
5. Assist with the provision of opportunities through which students can develop their potential for leadership, service, spiritual, cultural, social and physical activity.
6. Assist the Department in the development and management of resources.
7. Contribute towards the effective functioning of the total school operation, including fostering the school's relationship with whānau and with the wider community.

KEY TASKS:

1. Foster professional and effective relationships with whānau, colleagues, students and the wider community.
2. Convey to the students the school's and the teachers' expectations of excellence.
3. Work with the SENCO/Supported Learning Lead and fellow teachers to ensure that allocated classes are taught according to the scheme of work developed by the Department.
4. Participate in meetings, planning and the general administration of the Department.
5. Carry out satisfactorily other Departmental responsibilities as agreed with the SENCO/Supported Learning Lead.
6. Ensure assessment, recording and reporting are carried out according to the Department and School policy as stated in the Assessment and Reporting Manual and the Staff Handbook.
7. Keep informed of current teaching methods through reading, classroom visits, in-service courses, and membership of professional organisations.
8. Participate in the Growth Cycle System.
9. Initiate appropriate communication with parents.

10. Participate in meetings and events as set out in the school calendar.
11. Take part in the co-curricular life of the school.
12. Participate in the pastoral care of all students.

CAREERS AND PATHWAYS COORDINATOR RESPONSIBILITIES

In addition to the responsibilities of an assistant teacher, the Careers and Pathways Coordinator will be responsible for:

1. Career education across the school, including the annual Careers Expo.
2. Assisting Deans/SLT with course selection process.
3. Planning and implementing Gateway, STAR and Vocation programmes.
4. Enrolment and pastoral care of students in Trades Academy.
5. Overseeing Levels 1-3 Pathways programme.
6. Assisting the SENCO/Supported Learning Lead in fulfilling her full range of responsibilities, including:
 - a. Appraisal of staff within the department
 - b. Monitoring effectiveness of school's literacy programme in the junior school.
 - c. Attending, monitoring, and following through IEP meeting outcomes.
 - d. Working with staff to identify provide programmes for students requiring alternative pathways.
7. Ensuring a careers element is part of every department and sourcing suitable careers education for the whole school.
8. Correlating and advertising Scholarships offered to students, ensuring:
 - a. Students are well supported and prepared to apply for Scholarships.
 - b. A record of all Scholarship Awards is maintained in KAMAR.
 - c. Past pupil student achievement is recorded.
9. Assisting students on an individual basis for specific purposes, such as tertiary applications, job interviews and CV writing, ensuring:
 - a. Services are available to students on request.
 - b. All students requesting assistance are adequately prepared.
 - c. Workshops offering such assistance, eg CV writing, are advertised.

Signed _____
PRINCIPAL

Signed _____
CAREERS AND PATHWAYS LEAD

Date: _____

SACRED HEART COLLEGE IS A SMOKE FREE AND VAPE FREE AREA AND HAS A NO SMOKING AND NO VAPING POLICY FOR STAFF AND STUDENTS
