

POSITION DESCRIPTION

POSITION TITLE: Head of Careers

SUBJECTS Careers Counselling, school wide career education programmes, career-related courses

The Head of Careers will work closely with the Head of Learning Pathways to develop career and transition programmes within the school.

ENTITLEMENT: 2MU and 1MMA; 8 hours Careers Counselling, 2 hours administration allowance. The appointee will teach 10 hours, and will carry out the pastoral functions of a mentor teacher. The remaining hours will support the wider school programme.

RESPONSIBLE TO: Head of Learning Pathways

STAFF RESPONSIBLE FOR: Careers Assistant

PRIMARY OBJECTIVES:

1. To provide a career education and guidance programme for all students, assisting them to make informed decisions about future education, training and work pathways.
2. To liaise with students, parents and the school's wider community, with other subject areas and the administration of the school, to provide appropriate career education and guidance.
3. To provide specific career education and guidance for those students who have been identified by the school as being at risk of leaving school unprepared for the transition to the workforce or further education and training. To try to meet the objective of: no student shall leave without NCEA Level 2 and a planned pathway.
4. To maintain efficient and effective procedures consistent with the agreed philosophy, policies and structures of Hutt Valley High School. These procedures are concerned with:
 - a. The quality of teaching and learning
 - b. Curriculum and assessment management
 - c. Personnel management.
 - d. Financial management
 - e. Resource management
5. To plan and monitor the achievement of the Career Department goals that are derived from the school's strategic plan, and that are specific and measurable for the year.
6. Encourage and sustain a team approach to career education.

RESPONSIBILITIES:

1. Careers education and advice programmes
 - a. Develop, implement and lead the school's career education and advice programmes.
 - b. Make career advice available to students who need it, individually or in small groups.
2. Maintain the Careers Department budget.
3. Oversee the Careers Library - make sure that career information is relevant, up to date and easily accessible for students and staff.
4. Teach Employment Skills (A work ready course to prepare students for transiting into employment)
5. Liaise with key personnel to promote careers education.
6. Develop external networks with businesses, training providers, and tertiary education institutes.
7. Encourage and support parents and whanau to get involved in their children's learning and career planning.
8. Organise resources, training and support for teachers.
9. Contribute to the Learning Pathways Department report to the Board of Trustees as part of the cycle of departmental presentations (approximately every 18 months), using the template provided for that process.
10. Make a contribution to the co-curricular life of the school.
11. Model professional standards in dress, action and language.