Job Description

Lincoln High School
Te Kura Tuarua o Waihora

Position	Terms of employment	Responsible to
Gateway & Work Experience Coordinator	NZEI Support Staff in Schools Collective Agreement	HOD Careers & Pathways Principal

Central Beliefs

- The Lincoln tikanga: Let's be Respectful, reliable, supportive and resilient underpin all we do.
- We are all Life Long Learners (Everyone is capable of learning)
- We are committed to tangata whenuatanga and Te Tiriti o Waitangi partnership in Aotearoa New Zealand

Employment Status

- Permanent position - TTO (35 hours/week)

Key Descriptors of an Effective Gateway & Work Experience Coordinator at Lincoln High School

Roll Summary & Responsibilities	**Gateway Coordinator Responsibilities include but not limited to:** **To co-ordinate the Gateway programme to ensure the smooth and effective running of the programme.** **<u>Gateway Programme:</u>** • Promote the Gateway programme to students, staff and parents • Act as the first point of contact providing students, parents and staff with relevant Gateway information. Interview, select and support suitable students to enrol on the Gateway programme • Prepare students' for work placements arranging equipment and clothing as required. Brief students' on responsibilities associated with being on work placements, eg Health & Safety in the workplace • Arrange work placements, complete Partnership Agreements with employers and provide employers with all relevant Gateway documentation • Monitor students' progress through regular contact with employer and student, including workplace visits (if appropriate) • Build and maintain relationships with employers' through regular phone calls and visits	

	• Liaise with industry training organisations and external training providers to arrange appropriate unit standards for students. Establish individual student learning plans and co-ordinate learning and assessment with external training providers • Liaise with teaching staff and Tutors, referring any Gateway students' needing assistance to catch up with school work • Maintain up-to-date Gateway student KAMAR records, forwarding credits to NZQA liaison staff at LHS • Maintain all reporting requirements with TEC. Update TEC with all withdrawals, placement changes and student outcome reports • Work with HOD Careers & Pathways to produce annual Gateway budget. Prepare invoices for payment, follow up on outstanding balances and monitor Gateway Budget • Provide HOD Careers & Pathways with Gateway information to be included in Careers & Pathways Annual Report to BOT • Maintain Professional Association membership to CATE **<u>Key Outcomes:</u>** • Utilise LHS App, school notices, newsletters, school display board and any other suitable communication mediums to ensure students, whānau and staff are knowledgeable about the Gateway programme • Work ready students are selected on the Gateway programme, increasing students' potential success on the programme • Students' understand work placement expectations and are appropriately equipped with PPE to meet individual industry H&S codes • Suitable Gateway employers are recruited. Employers' understand their obligations and expectations • Ongoing relationship with student increases motivation and interest throughout the duration of the work placement • Employers' remain interested and keen to maintain ongoing relationships. Any issues or misunderstandings between employer and student are addressed in a timely manner • Appropriate and up-to-date industry based learning is offered to students' • Students' have the opportunity to reach their full potential with their Gateway learning • Student learning record accurately reported to NZQA • Ongoing relationship with TEC maintained. Coordinate with the HOD Careers to ensure all TEC funding reporting requirements are met • Funding available to operate Gateway programme. Invoices processed and paid in a timely manner • Ensure that teaching staff are aware of and understand opportunities that Gateway Programme offers • Board updated by HOD Careers-Pathways annually on Gateway activities through Careers Department Report • Remain up-to-date with current industry requirements and training opportunities	

	• Liaise with HOD Careers & Pathways to ensure membership maintained and attend seminars as appropriate **Student Management and Pastoral Care:** • Be a positive and enthusiastic role model. Establish high expectations and motivate students to achieve • Communicate problems for course completion with student/caregivers, Year level Teams and HOD Careers & Pathways where appropriate • Have a high standard of expectation of behaviour for students and work to enforce it • Maintain a safe physical environment, which encourages respect and understanding • Support all students seeking gateway opportunities, in particular priority learners **Work Experience Programme/Careers:** • Organise work experience in liaison with Employment Skills teacher • Act as the first point of contact providing students, parents and staff with relevant Work Experience information • Prepare students for work placements arranging equipment and clothing required. Brief students on responsibilities associated with being on work placements e.g. Health and Safety in the workplace • Arrange work placements, complete Partnership Agreements with employers and provide employers with all relevant Work Experience documentation • Monitor students' progress through regular contact with employer and student, including workplace visits (if appropriate) • Build and maintain relationships with employers through phone calls and visits when required • Liaise with teaching staff and Tutors, regarding students participating in Work Experience • Provide HOD Careers & Pathways with Work Experience information to be included in Careers & Pathways Annual Report to BOT **Other Duties:** • Provide support to Careers & Pathways Team as required • Attending to any additional duties as directed by the HOD Careers & Pathways and/or Principal • Helping with co-ordination of Dual enrolment programme • Provide administrative support to the Head of Careers, including scheduling student appointments, coordinating careers events and trips, promoting opportunities via LHS Careers Instagram and CareersWise, and assisting with CareersWise platform management, support with booking students on short courses.	
Content Knowledge	• Demonstrates a high level of understanding pertinent to areas of responsibility • Relevant administration experience in an office environment	

	• Strong IT skills including the use of databases and spreadsheets • Critical thinking and effective problem solving skills	
Building Learning Capacity Life Long Learning	• To actively engage in learning new skills and gain new knowledge pertinent to areas of responsibility • To attend professional development and training opportunities as required. Arrange in consultation with Careers & Pathway HOD.	
Relationships, Attributes, Community	**To establish a positive working relationship with students, employers, Industry Training Organisations and other education providers, Careers Department, staff, teachers, colleagues and Selwyn Cluster Group** • Establishes and maintains supportive and co-operative working relationships with colleagues and values the contribution all staff make to the efficient operation of Lincoln High School • Contributes to the corporate life of the school • Maintains positive interaction with all stakeholders **To maintain confidentiality in communications** • Demonstrates a high regard for and maintains confidentiality at all times • Communicates issues or concerns relating to employment to the Office Manager &/or Principal	

Signed (Employee): _____ Date: _____

Signed (Employer): _____ Date: _____