

Futures and Pathways Co-ordinator Job Description

Name:	
Regular coordination and reporting to:	Careers Advisor in conjunction with the DP Senior Curriculum
Line Manager:	Careers Advisor in conjunction with the DP Senior Curriculum
Department:	Careers/Future Pathways
Weeks and Hours:	30 hours, term time only

Position Purpose:

The Future Pathways Coordinator plays a key role in supporting students to explore, experience, and transition successfully into vocational and trades-based pathways. This position leads the coordination and delivery of the school's Gateway and Futures Academy programmes, ensuring that learning beyond the classroom is equitable, purposeful, well-supported, and allows in-depth student career exploration.

Working collaboratively with students, whānau, teachers, deans and external partners, the Future Pathways Advisor ensures that vocational education opportunities are accessible, valuable, and connected to real world outcomes. The role also provides individual and group pathways advice for students pursuing vocational and trades pathways, helping them make informed decisions about their next steps into apprenticeships, tertiary training, or employment.

To uphold the school's values in the role as it requires being the 'professional face of the College'.

This job description provides a guideline of responsibilities and expectations (outlined below), and must be referred to alongside the following:

- The terms and conditions outlined in the *Support Staff in Schools' Collective Agreement*.
- A commitment to the values of Tauranga Girls' College:
Vision: "empowering learners to make a positive impact"
Mission Statement: To create a safe, stimulating and exciting learning environment that allows each student to develop her academic, cultural and sporting potential.
Values:
 - Manaakitanga
 - Mahi Tahi
 - Mana Motuhake
- Tauranga Girls' College policies, procedures and handbooks, including a commitment to:
 - Professional development, training and adoption of new technology
 - School Health and Safety practices
 - Engaging in a professional manner with visitors, whanau, staff, and students
 - An acceptable standard of professional attire is worn at all times
 - Participating in appraisal processes
 - Partnership to the Treaty of Waitangi

Key Responsibilities and Tasks	Outcomes
Secondary Tertiary Partnership, Futures Academy and Gateway Placements	
Pathway Programme Management	- Design, manage and evaluate the school's Gateway and Secondary Tertiary Partnership -funded programmes. - Maintain accurate records of placements, credits, outcomes and programme budgets, in order to meet targets and funding requirements. - Financial responsibility including monitoring budget requirements with the Business Manager. - Ensure Ngā Kete is checked regularly and reporting deadlines are met. - Work with the KAMAR administrator to record credit achievement. - Report student placement details and achievement on Career Central. - Ensure paperwork is completed and obligations are met for MOU's, Contracts and EOTC.
Relationship Building	
Employer and Tertiary partnerships	- Build and maintain positive relationships with local employers, industries, ITOs and tertiary providers to provide quality placement and training opportunities. - Negotiate placement agreements and ensure employers understand student learning objectives, health & safety and supervision expectations. - Build awareness of opportunities for employers and our community to support TGC students. - Attend STP and other relevant meetings relating to STP and Gateway.
Student Support and Pastoral Care	
- Pastoral Care - and Support of students	- Support students' introduction into Futures Academy and provide progress check-ins if needed. - Support students into the workplace with progress check-ins as needed. - Advise and support students through pre-placement preparation, workplace conduct and expectations as per agreement. - Support an inclusive environment where all students feel valued and empowered - Provide and refer careers education advice and pathway planning linking students to relevant careers, apprenticeships, trades academies and tertiary courses - Establish positive relationships with students and their whanau to support their success.

	• Celebrate and communicate student success through appropriate channels. • Develop an internal communication strategy which supports students' success through a partnership approach.
Health & Safety	
Compliance, Health and Safety and Risk Management	• Take responsibility for personal safety and wellbeing. • Ensure workplace providers have Health and Safety protocols in place to meet the required standards for student safety. • Manage police vetting, permissions (including transport) and parent/care giver consents as required. • Ensure all STP/Gateway activity complies with Ministry of Education guidance, NZQA accreditation and school policy. • The co-ordinator should have a clean Full Drivers Licence
Communication	
Promotion and Administration	• Promote Gateway /STP opportunities to parents, staff. Run information sessions • Maintain Career Central and KAMAR for reporting on placements, assessment results and employer contacts • Provide a termly report for the Board • Communicates with staff/deans/parents • Ensure Colleges Social Media platforms celebrate students

Confirmation

Employee:		Date Signed
Employer		Date Signed
Next Job Description Review Date:		