



Burnside High School
Te Kura o Waimairi-iri

Position Description: Head of Careers

Tenure: Permanent position, 2MUs and 1MMA

Responsible to:

The Principal
Deputy Principal
Head of Faculty Student Support

Directly supervising:

Career Development Teachers
Careers and Dual enrolment
Teacher in Charge of Gateway
Teachers of Employment Skills

Functional relationships with:

Senior Leadership Team
Head of Student Support Faculty
Deans
Members of the School Community
Tertiary Providers
External STAR and Gateway providers
Employers

KEY TASKS AND RESPONSIBILITIES

- To plan and deliver a school-wide programme of career development for every student
- To create and maintain a school philosophy and model of career development guidance for all; and to develop annual goals aligned to the school's strategic plan
- To have an in-depth knowledge of, and model, effective practice in career development guidance
- To engage in personal professional development to maintain efficacy and currency, including membership of relevant professional bodies such as CDANZ and CATE
- To guide and support an effective Careers team
- To regularly attend open days, update days and careers advisors information sessions to stay up to date with the latest developments.



- To design, document, monitor and review procedures and systems
- To be involved in the delivery of the employment skills program
- To be actively involved in delivering one on one career development interviews with all students, particularly those in years 11-13.
- To ensure students have access to comprehensive information including visiting speakers, appropriate visits to expos and open days, and career-related seminars
- To collaborate with curriculum leaders and Deans to provide accurate and impartial course selection and career advice at all levels
- To establish and maintain positive working relationships with tertiary providers and agencies to maximise opportunities for students
- To help appoint well-qualified, competent staff
- To supervise staff responsible for programmes such as Gateway, externally provided Star courses, employment skills, career development and dual enrolment, including appraisal, and ensuring ongoing professional development
- To have overall responsibility for all funding resources for the Careers and Transition Education such as Careers Information Advice and Guidance (CIAG) grant, Secondary Tertiary Alignment Resource (STAR) funding, Secondary Tertiary Pathways (dual enrolment) funding, and Gateway funding.
- To co-ordinate and prepare comprehensive reports on all aspects of the department.

PERSONAL SPECIFICATIONS

- A qualified teacher with a comprehensive and current knowledge of the secondary school and tertiary sector in New Zealand, including the New Zealand Qualifications Framework
- Strong, professional verbal and written communication skills with the ability to present confidently to a wide range of audiences
- Interpersonal skills with the ability to build and maintain professional, supportive relationships
- Technologically literate across a range of platforms
- Logical and numerate, with a keen eye for detail, and the high level of integrity required to manage a range of funding resources
- Ability to work collegially and independently
- Ability to develop positive, professional and respectful relationships with the school community, tertiary providers and employers
- Dependable, empathetic, show initiative, good judgement, preserve confidentiality, patient, problem-solving, time management, meets deadlines
- A positive role model exhibiting the school's values and ethos

DECLARATION

I accept this position as offered. I have read the content of this position description and understand and accept its parameters.

Signature: _____ Date: _____