



TE KAUWHATA COLLEGE
TE KURA TUARUA O TE KAUWHATA

JOB DESCRIPTION

Gateway Co-ordinator



NAME:

Pay Scale: Grade 4 - Support Staff in Schools' Collective Agreement.

Terms & Conditions: as per Support Staff in Schools' Collective Agreement 2022-2024

<https://www.education.govt.nz/school/people-and-employment/employment-agreements/collective-agreements/support-staff-in-schools-collective-agreement/>

DIRECTLY RESPONSIBLE TO: **Careers Advisor**

PRIMARY OBJECTIVES:

- The Gateway co-ordinator is the person responsible for managing a school's Gateway programme. The co-ordinator role is pivotal to the success of a school's programme and is a key contributor to the implementation and management of Gateway.
- Adhere to the staff expectations of Te Kauwhata College (TKC).
- Take a supportive, active role in school wide initiatives.
- To be a professional role model for students, whanau and the wider community.

Key Tasks	Aims	What does this look like?
<p><i>School knowledge and credibility</i></p> <p><i>Industry knowledge and expertise</i></p>	<ul style="list-style-type: none"> ▪ Knowledge of how the school 'works' ▪ Knowledge of the school's wider programmes of learning ▪ Knowledge of the student group(s) involved in Gateway ▪ Credibility with teachers, students and parents • Ability to form effective working relationships with teachers and students • Experience in working with businesses • Knowledge of the local labour market • Understanding of the issues affecting structured workplace learning provision • Ability to engage effectively with the business community 	<ul style="list-style-type: none"> • Promoting and marketing the programme within the school, to parents/caregivers, employers and other stakeholders. • Recruiting or selecting students for the programme • Linking prospective Gateway students to careers advice • Networking with other schools • Locating suitable work placements • Liaising with employers, ITOs, Modern Apprenticeship Co-ordinators and other relevant organisations • Developing individualised learning plans in conjunction with the employer and the student
<p><i>Working with students</i></p>	<ul style="list-style-type: none"> ▪ Transport Students 	<p>The co-ordinator needs to have a current driver's licence and be prepared to transport students when required, this could be done in the school vans or vehicles. As students may need to be at work placements or courses for early starts/late finishes, the co-ordinator needs to be flexible with working hours.</p>
	<ul style="list-style-type: none"> ▪ 	

Key Tasks	Aims	What does this look like?
<i>Working with employers</i>	<ul style="list-style-type: none"> ▪ Establishing the work placement 	<ul style="list-style-type: none"> ▪ This stage may involve contacting the employer numerous times. Although this can be time consuming, it allows the co-ordinator to become familiar with the business and assess its suitability for the Gateway programme ▪ Explain the objectives of Gateway as a programme for structured learning in the workplace to employers. This may involve explaining the difference between Gateway and other work experience the employer/supervisor have experienced ▪ Explain the approach to assessment and discuss the likely level of commitment the employer is expected to make ▪ Establish the employer's expectations, any specific requirements of the workplace or industry and the implications for the student(s) to be selected ▪ Ask whether the employer or likely supervisor wants to be involved in the selection of the student (for example, participate in an interview process) ▪ Discuss openly the health and safety expectations for students on Gateway, and check the employer's appreciation of their respective responsibilities ▪ Invite the employer to provide input into the development of the student's learning plan, including decisions about the most appropriate assessment methods ▪ Set the dates, hours of work and duration of the placement and explain that longer placements will be more beneficial for the employer and the student ▪ Formalise the expectations and commitments of all parties with a Gateway Placement Agreement

Key Tasks	Aims	What does this look like?
	<ul style="list-style-type: none"> ▪ During the work placement 	<ul style="list-style-type: none"> ▪ Ensure that the co-ordinator is easily accessible to the employer by phone and that there is a back up system for messages in the school. ▪ Contact or visit the employer at arranged or suitable times in the work schedule ▪ Respond to employers/supervisors promptly ▪ Be aware of the potential for staff changes and be prepared to brief new staff on the purpose of the Gateway programme
	<ul style="list-style-type: none"> ▪ On completion of the work placement 	<ul style="list-style-type: none"> ▪ Provide feedback to the employer/supervisor on how useful the placement has been to the student ▪ Seek feedback from the employer/supervisor on the student's learning and overall performance, and the support of the placement by the co-ordinator ▪ Ascertain the employer's interest in providing a placement for another student ▪ Formally thank the employer/supervisor and invite them to an end of year event (for example, a prize-giving or special luncheon) if appropriate ▪ Review the placement as part of seeking improvements for future placements in the same workplace or industry

Key Tasks	Aims	What does this look like?
<p><i>Community knowledge and credibility</i></p> <p><i>Educational expertise; Training and qualifications knowledge</i></p>	<ul style="list-style-type: none"> ▪ Knowledge of established networks in the wider community ▪ Knowledge of competency-based assessment, the NQF, ITOs, and career pathways ▪ Knowledge of learning plan development ▪ Knowledge of workplace learning approaches and practices ▪ 	<ul style="list-style-type: none"> • Preparing students for their placement, including obtaining equipment and clothing • Supporting the employer and workplace supervisor with the placement • Monitoring students' learning and welfare in the workplace • Facilitating student discussion to reflect on workplace learning and experiences • Administration and reporting
<p><i>Other Duties</i></p>	<ul style="list-style-type: none"> ▪ As senior students leave toward year end, to assist with Prizegiving organisation. ▪ Assist with other administrative duties as time allows. 	<ul style="list-style-type: none"> • As required carry out administrative tasks associated with organising junior and senior prizegiving events.
<p><i>School Wide</i></p>	<p>To respect language, culture and GROW values inside and outside of the classroom.</p> <p>To support inclusion in school and amongst peers and take appropriate action to support students' wellbeing.</p> <p>To embed Te Ao Maori Use Te Reo Maori in classrooms on a daily basis</p> <p>To follow school policies and procedures.</p>	<p>Being actively inclusive and responsive to all cultures. Building connections. Uses multi-cultural knowledge when interacting with students and colleagues to develop rapport.</p> <p>Have conversations with teachers and students.</p> <p>Observe and follow tikanga and Kawa.</p> <p>Observe and follow behaviour management protocols and policies.</p>

Education is an ever-changing environment, and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually during the appraisal process and will be varied in the light of the needs of the school. The job description sets out the main duties of the position at the date when it was drawn up. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Name: _____

Signature: _____

Date: _____

Person Specification:

Background in a similar field such as careers advisor or employment recruitment work would be an advantage but not a requirement.

Skills working with people and flexibility when dealing with requests is required.

A current drivers licence is essential.

Familiarity with basic IT e.g. emails, google drive and google apps and the Microsoft suite will be required. *Training can be given to successful applicant.*

Willingness to go the extra mile to add to student success.

A Police vet is required for the position.

The applicant must be willing to follow all Public Health Orders applicable to Education as required.