

HERETAUNGA COLLEGE POSITION DESCRIPTION



POSITION: PATHWAYS ADMINISTRATOR

REPORTS TO: Head of Learning (HOL) Student Pathways

KEY RELATIONSHIPS: Students, Subject Teachers, Principal and Staff, Employers, ITO's

The Mission Statement of Heretaunga College:
Growing connected, creative, resilient and engaged citizens

PURPOSE OF POSITION:

The purpose of this position is to provide administrative support and services to the HOL Student Pathways in the organisation of the administrative aspects of Gateway, Careers, Transitions, STAR and Pathways Programmes; managing departmental finances; and offering careers and transition advice when required.

Professional Expectations

It is expected that all staff will:

- Act in a confidential and professional manner at all times – respecting student and staff privacy. Being mindful of audience when discussing student/staff issues in person or over the phone.
- Establish and maintain respectful and professional working relationships with key personnel/colleagues and respecting decisions made by the Senior Leadership Team.
- Uphold the College's PRIDE values and leading by example.

Key Objectives:

1. Gateway and Careers Administration - *being the first line of contact and liaison person based in the Pathways office to assist students and staff, whilst liaising with Gateway Employers and placements.*
2. Pathways – *building relationships with the Community and using existing networks to ensure Gateway success.*
3. General / Administration.

KEY RESPONSIBILITIES AND EXPECTED OUTCOMES:

Key Responsibilities:

Expected Outcomes:

1. Gateway and Careers Administration	
<p>Report to the HOL Student Pathways on a regular basis on topics relating to this role. Arrange printing of required documentation for staff, parents, students and employers. Set up and maintain the database of students, employers, learning plans assessments and parent details</p>	<ul style="list-style-type: none"> • Information is updated in a timely and accurate manner. • Attendance at Gateway Cluster meetings. • Email list of Gateway students for Pride Press weekly and give a paper copy to attendance officer. • Monitor absences and report to appropriate people. • Display promotional materials as required.
<p>Prepare budgets in consultation with HOL Student Pathways.</p> <p>Plan, book and facilitate Health and Safety, First Aid and other courses for students.</p> <p>Book resources e.g. Minibus, caterers and rooms as required.</p>	<ul style="list-style-type: none"> • Administer and keep copies of invoices and monitor department expenditure on Excel spreadsheet. • Administer and keep records of mileage and expenses. • Participate in Professional Development in consultation with HOL Student Pathways.
<p>Maintain student record files including student outcomes and store student records in Pathways office.</p> <p>Maintain statistics and record work exploration and STAR participation for STAR report.</p> <p>Carry out clerical filing: word processing, telephone work, e-mail, photocopying and mail sorting.</p>	<ul style="list-style-type: none"> • Information is updated in a timely and accurate manner. • Carry out statistical evaluation of the numbers of student programmes. • Assist with school leaver follow-up statistical analysis. • Manage bookings of classrooms and Resources. • Assist student access of career information in Pathways office.
<p>Complete all administrative TEC requirements.</p>	<ul style="list-style-type: none"> • Fill out and file enrolment forms. • Enter student details on TEC Workspace 2 in July and December. • Keep details of unit standards achieved by each student and submit these results in the TEC Workspace 2 in December. • Contact each Gateway student to fill out the 'three month student outcome form for students' 90 days after the student's withdrawal date or the 15th March of the year following delivery. This form is to be kept by the school. • Check TEC Workspace 2 for letters. • Check TEC website for new Gateway Handbook and updates each year. • Prepare end of year financial statement for TEC ready for TEC audit. • File all documents and financial records for TEC ready for TEC audit.

2. Pathways	
Assist HOL with promoting Pathways programmes in the school and community.	<ul style="list-style-type: none"> • Provide careers information for Year Deans to put on Facebook pages. • Assist with the organisation of visiting speakers, guests and special courses, e.g. Careers Education programmes, University Liaison. • Assist with the organisation of the Careers Expo and Tertiary providers Open Days. Organise transport and accompany students as needed. • Up-date student information notice boards.
Administer and record Student Pathways Department finances, invoices, accounts, travel claims, resource purchases.	<ul style="list-style-type: none"> • Monitor and record the use of Student Pathways time and money. • Assist with organisation of STAR courses. Purchase clothing, equipment, Snapper Cards and Train Tickets as required. • Transport students to STAR courses on exceptional occasions.
Continue liaising with employers throughout the year.	<ul style="list-style-type: none"> • Carry out telephone checking of students in the workplace. • Visit employers during the time students are on work experience with them. • Send thank you cards and evaluation forms to each employer. File forms on their return. • Send Christmas cards to employers, ITO's and PTE's thanking them for their help during the year. • Find out if employers are still happy to continue providing work experience for Gateway Students.

3. General / Administration	
Attend and provide administration support for Pathways Department.	<ul style="list-style-type: none"> • Record and type Minutes of meetings. • Send out Agendas/circulate Minutes.
Confidentiality: Student's personal details must be kept confidential at all times. No information is to be shared about them or other staff members with people or outside agencies, without the express permission of senior management.	<ul style="list-style-type: none"> • There will be no complaints received from teachers, parents/carers, students or outside agencies, about information communicated, inappropriate language or unauthorised sharing of personal information.
Advise in advance, the HOL Student Pathways of appointments or any other reason preventing attendance at work.	<ul style="list-style-type: none"> • All absences must be communicated personally (by the employee), except in exceptional circumstances.
Participate in Department development/improvement and in the Appraisal process	<ul style="list-style-type: none"> • Advise HOL Student Pathways of potential improvements to current work practices. • Actively participate in the appraisal process and job description review.

Participate in life of school	<ul style="list-style-type: none"> • Attendance at Department meetings. • Positive working relationship developed within the department. • Develop co-operative and supportive relationships with other staff. • Participate in professional development.
Other tasks as may be required by your manager from time to time.	<ul style="list-style-type: none"> • To complete such tasks and projects within the capacity of your role, in a competent and timely manner in accordance with directions.

I have read and understand the above position description and accept all the above responsibilities incorporated herein.

Employee

Date Signed

**Fiona Craven
Principal**

Date Signed



Application for Appointment to a Position at Heretaunga College

A. POSITION APPLIED FOR	
B. PERSONAL DETAILS	
Surname:	
First Names:	
Full Postal Address:	
Contact Telephone Numbers (Mobile)	
(Home)	
(Work)	
Email Address:	
C. PROOF OF IDENTITY AND RIGHT TO WORK	
Shortlisted/applicants being interviewed for any position at Heretaunga College will be required to complete the Safety Check form and provide two forms of original photo identification (e.g. passport, New Zealand drivers licence) - You must bring these along to your interview.	
IMMIGRATION INFORMATION	
Are you a New Zealand Citizen?	Yes / No
If 'No', do you have residency status or a current work visa?	Yes / No
Are there conditions applied to your Visa?	Yes / No
If 'Yes', what are the conditions?	

D. QUALIFICATIONS			
Certificates, degrees, diplomas or other relevant qualifications	Institution	Major	Date Year Completed

E. EMPLOYMENT

Current Position Held (Specify):	Status (Permanent, Fixed Term etc)	Date Appointed
Job Title: Employer:		
Previous Employment:	Status (Permanent, Fixed Term etc)	Dates
Job Title: Employer:		to
Job Title: Employer:		to
Job Title: Employer:		to

F. REFEREES

Applicants should nominate up to three referees below. The College will contact the referees so please ensure full details are given, including phone numbers.

	Full Name of Referee	Phone	Email
1			
2			
3			

AUTHORITY TO APPROACH OTHER REFEREES

I authorise the Board, or nominated representative, to approach referees/authors of written references and persons other than the referees whose names I have supplied, to gather information related to my suitability for appointment to the position. Yes / No

I authorise the Board, or nominated representative, to access any information held by any professional body or licensing/education authority, including matters under investigation, to gather information related to my suitability for appointment to the position. Yes / No

APPLICANT DECLARATION

- (i) I certify that the information given in this application is to the best of my knowledge correct. I understand that this may be verified.
- (ii) In accordance with the Privacy Act, I authorise the Board of Trustees to obtain further information from the referees listed in this application and consent to the referees disclosing such information to the Board.
- (iii) I know of no reason why I would not be suitable to work with children/young people.
- (iv) I also authorise the Board of Trustees to make other enquiries as they see fit in relation to my application and consent to the disclosure of information to the Board by such persons of whom enquiry is made on matters pertinent to the position description and person specification.
- (v) I understand that if I have supplied incorrect or misleading information or have omitted any important information, any offer of employment may be withdrawn, I may be disqualified from appointment, or if appointed, my employment may be terminated.

INFORMATION FOR APPLICANTS

- (ii) Applicants will be expected to furnish a 'Curriculum Vitae' and should state in support of their application any special qualifications, experience, or strengths that they feel they possess, and any extra-curricular activities with which they may be prepared to assist.
- (iii) It is the applicant's responsibility to ensure that the application reaches the Board before the closing date specified in the Advertisement. Where there is any doubt a follow up email should be sent to klauij@heretaunga.school.nz or phone (04) 939-9370 ext. 889 to confirm receipt.

Signature of Applicant: _____ Date: _____

PRE-EMPLOYMENT SAFETY CHECK

The Children's Act 2014

The Children's Act 2014 requires organisations funded by state services to undertake a complete and thorough check of all paid staff in the state-funded children's workforce.

In applying for a position at Heretaunga College, should you be short-listed and/or interviewed for a position, you authorise us to undertake the following safety checks:

- Confirmation of Identity – by providing 2 forms of identification (1 photographic)
- Referee Check
- Work History Check
- Police Vet
- Teaching Council Check or Professional Body or Licensing Authority

DECLARATION STATEMENT

Declarations:

Please Circle:

Have you ever been convicted of, or are being prosecuted or investigated for, a criminal offence?

Yes / No

Have you ever been disciplined by a regulatory authority eg. Teaching Council?

Yes / No

If you have answered 'Yes' to any of these questions please give full details. We will only take them into account if we consider them relevant to the position for which you have applied. All information provided in this application will be treated as strictly confidential and will only be used for the purpose of this application for a position at Heretaunga College.

I certify that to the best of my knowledge the details provided on this form and all other supporting papers are true and correct. Furthermore, I understand that the provision of false or misleading information given in response to any questions on this form or the failure to disclose information will result in the termination of any contract of employment entered into, or the withdrawal of any offer of employment. I also hereby give my consent to the processing of data contained or referred to in this application, in accordance with the Privacy Act 1993 and any subsequent legislation.

Signed: _____ Date: _____

Full Legal Name: _____

OFFICE USE

IDENTIFICATION SIGHTED: One must contain a photograph (copies attached)

Type:	Number:	Expiry Date:
Checks Completed:	Date:	Undertaken By:
Referee Checks		
Work History Check		
Police Vet		
Teaching Council / Professional Body / Licensing Authority		