



Role Description: Vocational Assistant

Position Title	Vocational Assistant
Responsible To	Careers Advisor / Gateway Coordinator
Responsible For	-
Functional Relationships with:	(as appropriate) students, Careers Advisor, Gateway Coordinator, Whānau teachers, Senior Leadership Team, Attendance SSO
External Relationships:	Parents, whānau and caregivers, tertiary education and training organisations, PTE's, business groups and employers, Careers Service Rapuara, ITO's, CATE members, WINTEC
Hours/ Days Employed:	12 hours per week, Tuesday and Wednesday during term time Until end of November
	08:30 am to 3:00 pm with 30 minutes for lunch
Functional Delegations (Limits to Authority):	-
Terms and Conditions:	The conditions of employment (including remuneration) are as stated in the Support Staff in Schools Collective Agreement (SSSCA) dependent on experience

Key Performance Areas	Expected Outcomes and Performance Indicators
<p>Vocational Assistant Including Careers and Wintec Trades Academy</p> <p><i>To provide support to the Careers Advisor / Gateway Coordinator as required</i></p>	<ul style="list-style-type: none"> • Organise and coordinate work placement opportunities in the local area where required • Order and coordinate Gateway programmes and assessments from ITOs • Keep records of student credit outcomes • Effectively administer Gateway outcomes and information as required by T.E.C • Administer the WINTEC Trades Academy students enrolment process and liaise throughout the year with WINTEC • Assist with employment opportunities or relevant industries in the local area • Assist with administration of Careers programme in the school • Maintain a collection of up to date careers information resources on careers option, study and training pathways • Assist with programme of speakers and visits to Expo's tertiary opened days and other career events • Regular filing • Make the careers office an attractive and welcoming place for students to attend • Attend to incoming mail and emails daily • Maintain positive relationships with employers, training institutions and other agencies • Routinely check on work based learning students and record progress • Transporting students when necessary e.g. Trades, work placement, course, opportunities



	<ul style="list-style-type: none"> ● Purchase and record resources for the department and students working in gateway ● Regularly update policies and procedures ● Organise and update career displays on career noticeboards, in the senior common room and careers office ● Distribute relevant posters and information to departments ● Other duties as requested by the Gateway Careers Co-ordinator are undertaken
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<p>General</p> <p><i>Expectations of all staff</i></p>	<ul style="list-style-type: none"> ● High standards of professional behaviour are displayed at all times when representing Thames High School ● Positive professional relationships are maintained with all staff members at the School. ● The goals and policies of Thames High School are followed and well supported ● Confidentiality is respected and maintained at all times ● Other duties as negotiated by the Business Manager / Principal
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