Job Description:
Gateway Coordinator

The Coordinator will work with the Careers Team to strengthen the pathway for students from school to work place learning.

Employment Contract: Support Staff in Schools Collective Agreement
Conditions: Term-Time Only, Permanent
Hours of work: 35 hours per week, Monday – Friday
Reports to: Careers Advisor
Functional relationships: Teaching and support staff, students, Tertiary Institutions, external Agencies

Gateway Coordinator:

<table>
<thead>
<tr>
<th>Key Tasks</th>
<th>Performance Areas</th>
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<tr>
<td>Supports Special Character</td>
<td>• To work as a member of a team, contributing to the Special Character of the school</td>
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<td>• To be an appropriate role model for the students</td>
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<td>• To model the ideals and behaviour’s that exemplify the principles and vision of the school</td>
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<tr>
<td>Student Selection</td>
<td>• Promote programme with students, staff and community</td>
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<td>• The selection policy for recruitment of students is implemented</td>
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<td>• Information is given to students about particular industries or careers</td>
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<td>• Information is given to students and parents/caregivers about Gateway</td>
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<td>• Interview prospective students for Gateway Placement</td>
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<td>Work Placement</td>
<td>• Work placement relevant to students learning goals is arranged</td>
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<td>• Students are briefed on interview skills</td>
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<td>• Students are briefed on the work place i.e. dress requirements, start and finish time, behavior, work place practices</td>
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### Organise student placements
- Transport students to and from their work placements
- Ensure parent permissions forms are completed, signed and filed.
- Ensure relevant form is completed if student is using their own vehicle
- Identify employers for placement
- Negotiate and organize student placement with employer
- Organise resources and/or equipment required for the student during the time in their placements

### Student Placement
- Introduce student to employer for further interview or introduction
- Monitor students attendance in the workplace
- Visit student students regularly

### Contracts & Administration
- Manage all contracts with employers and students
- Ensure evaluation forms are completed by the employer and students

### Careers
- Taking students to career work placements, careers talks and seminars
- Working with the careers team to assist where required
- Undertake other duties and projects from time to time as requested by manager

### Health & Safety
- Complies with the Health and Safety legislation, Schools policies and procedures
- Follows safe working procedures
- Reports hazards promptly
- Knows what to do in emergencies

## Person Specification
Previous experience in a school environment
Prior experience in Careers desirable
Have an understanding of the qualifications framework and unit/achievement standards
Good understanding about ITOs and industry training
Ability to be a self-directed employee
Full drivers license required
Support to the special character of the school
Own vehicle required to transport students
**Personal Attributes**

Be highly motivated and enthusiastic  
Excellent communication skills  
Excellent personal presentation and professional skills  
Good organisational and administrative skills  
Multi-tasker  
Strong attention to detail  
Culturally sensitive and deals well with young people  
Good team player and can work well with all levels of staff  
Trustworthy  
Positive attitude  
Good work ethic

Signed:  
__________________ (Principal)  
__________________ (Manager)

Date:  
__________________