



Middleton Grange School

Vocational and Tertiary Adviser Yr7-13

Job Description

CHARACTER	EXCELLENCE	SERVICE	FOR THE GLORY OF GOD
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Directly accountable to Deputy Principal - Head of Senior College

Functional Relationships:

- Principal
- Senior Leadership Team
- Deans
- Oversight of Careers and Gateway Assistant
- Learning Centre
- Whānau Teachers

The Vocational and Tertiary Adviser provides a comprehensive guidance programme which meets the academic, personal, behavioural and social needs of students at Middleton Grange School.

Special Character

Key Indicators:

- Model Christian servanthood.
- Promote the Christian school and Christian education.
- Actively engaged in opportunities to enrich ability to teach Christianly.
- Develop strong relationships based on Christian principles with pupils, staff and other members of the School community.
- Integrate the School's Special Character with the New Zealand Curriculum.
- Implement initiatives which focus on the Special Character of Middleton Grange School

Responsibilities and Duties

- Provide vocational advice
- Organise work experience for Gateway students
- Organise visits from providers and Study Link
- University liaison visit co-ordination
- Assist with applications for accommodation (University halls), and scholarship references
- Facilitate work and industry groups
- Year 8-13 Career Days

- Engage with Head Of School regarding Course Selection Evening
- Careers Expo organisation
- Te Kura Correspondence School liaison and co-ordinator (35 Students), includes Prelim exams, filming speeches and monitoring written assessments
- Parent Information Evenings
- Fostering Strengths Co-ordinator
- Create term events calendars and update KAMAR calendar
- Dual enrolment facilitation
- Subject selection help
- Co-ordinating tertiary/work event participation
- Overseeing STAR/Gateway/Careers budgets
- Assist in transition of ORS funded students
- Careers assemblies
- Facilitate Careersmart programme
- Oversee STAR/Gateway Programmes
- Other tasks depending on applicant's strengths and at the request of Line Manager

Resource Management

- Maintain resources in careers area
- Updating and moderating Vocational Pathway courses at school (IET & Tourism)
- Keep individual student career records updated

Teaching Allocation

Two classes (up to 7 hours per week)

Minimum Qualifications

Degree, Teaching Diploma and Career Guidance Qualification

July 2025