



Middleton Grange School

Careers Assistant & Gateway Co-ordinator

Job Description

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| CHARACTER | EXCELLENCE | SERVICE | FOR THE GLORY OF GOD |
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Directly Accountable to: Vocational and Tertiary Adviser

Functional Relationships:

- Senior Leadership Team
- Support Staff

To support the Vocational and Tertiary Adviser as required

Support Staff

25 hours per week

Term time Only, no Teacher Only Days

Covered by the most recent Support Staff in Schools' Collective Agreement – Grade 3

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 students, 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

Gateway Responsibilities

- Prepare Gateway forms for students for when they first enter into the programme
- Book Gateway courses with various organisations
- Order/purchase Unit Standards for students to complete
- Enter all student, course and placement data into the Gateway Database, following up about incomplete forms when necessary
- Keep online TEC Electronic Receipting System (ERS) up to date with student programme details

- File all forms, invoices, MOUs and course information
- Follow up Gateway students to return forms, complete Unit Standards (including re-writes), and remind about upcoming courses, as and when required
- Ensure Gateway Unit Standard results are reported with NZQA in a timely manner
- Drive students to and from courses, if and when required
- Attend Gateway Co-ordinator events and network with other Gateway staff, as required
- Meet with visiting liaisons from various providers about potential Gateway courses

STAR Responsibilities

- Organise and book STAR courses with providers
- Prepare and distribute information for some STAR courses i.e. First Aid Courses
- File course information, invoices and student results
- Ensure STAR course results are reported with NZQA in a timely manner
- Drive students to and from courses, if and when required and update attendance and inform staff
- Meet with visiting liaisons from various providers about potential STAR courses
- Research new STAR courses Middleton students may benefit from

Other Careers Department Responsibilities

- Help organise and run the Middleton Grange School Careers Expo in conjunction with the Course Selection Evening (usually mid-September each year)
- Help organise:
 - Year 8 Careers Day
 - Year 9 Careers Day
 - Year 10 Careers Days – November/December
 - Senior College Quiz
- Meet with students regarding Gateway and STAR courses, as and when required
- Help organise and supervise trips to the Christchurch Careers Expo at Horncastle Arena
- Attend careers events and network with other careers staff, as required
- Email parents about Careers events and information
- Update the Careerwise page with careers news, events and information
- Keep Gateway, STAR and tertiary provider information in the Careers Room up to date, ordering new brochures when necessary
- Help enter data into Student Profiles in KAMAR
- Update departmental brochures, information and other documents
- Collate Year 12/13 leavers data into tables and graphs for the End of Year Report

July 2025

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| Minimum Qualifications |
| The ideal candidate will have experience working in the education or Gateway/STAR sector Digital skills are essential |

July 2025