

Title: Aspirations Navigator Pathways
Team: Aspirations Team
Reports to: Curriculum Advisor: Aspirations
Key Staff Relationships: Aspirations team, AP: Curriculum
Hours of Work: 40 hours, 52 weeks of the year (4 weeks annual leave)
Role Purpose: To ignite and empower our Rangatahi to create their futures through a 'DREAM, EXPLORE, ACTION' approach to pathway planning and building a strong sense of cultural identity and self belief



Key Responsibilities	Related Tasks	Outcomes/Performance Indicators
Programmes and Aspirational Planning	<p>Assist in the development and overseeing of a range of programmes that support rangatahi in their knowledge and understanding of pathways after school: Employment, further Education or Training</p> <p>Provide pathway planning advice and support to students at the College through a range of mechanisms: Individual, small group, whole class as appropriate</p> <p>Provide mentoring and support to students to enable them to have positive outcomes at school</p> <p>Contribute to meeting the outcomes required from the He Poutama Rangatahi Contract</p> <p>Assist with the development of a strategic plan (and its operational application) for Aspirations and the Growth of student achievement and positive outcomes</p>	<p>Range of programmes are delivered in the school</p> <p>Evidence of well -structured Pathway planning occurring is available</p> <p>Students are mentored and well supported</p> <p>Evidence of contribution to He Poutama outcomes exist</p> <p>Aspirations Strategic plan is developed and outcomes are met</p>
Tu Rangatahi	Develop and deliver programmes that meets the aims and objectives of the Tu Rangatahi programme	Tu Rangatahi aims and objectives are met and reported on
Administration and reporting	<p>Maintain records on KAMAR and appropriate systems regarding student Aspirations and Pathway planning goals and direction</p> <p>Co-ordinate, contribute and complete administrative and reporting requirements of He Poutama Rangatahi</p>	<p>KAMAR records/data is available</p> <p>Reporting requirements of He Poutama are completed on time and met expectations</p>

Whanau and Community connections	<p>Communicate appropriately with student whanau to assist them with their children's pathways</p> <p>Relationships are established and maintained with other providers in the community working in the Aspirations /rangatahi support space</p>	<p>Whanau feel well communicated with and welcomed in the college</p> <p>Good communication is evident through various sources</p> <p>Positive and purposeful relationships exist with other community organisations</p>
Resource management	<p>Oversee the development of the Aspiration space to ensure that it is an inclusive and welcoming space and facilitates students to 'DREAM, EXPLORE and ACTION'</p> <p>In consultation with Curriculum Advisor: Aspirations prepare a budget for planned programmes and actions and monitor and review budget regularly</p>	<p>Aspirations space is well maintained and welcoming</p> <p>Budget is monitored and within delegations</p>
Health and Safety	<p>Work within the College's Health and Safety guidelines and expectations (RAMs completed, accidents, near misses recorded, Evacuation systems)</p>	<p>Health and Safety systems are followed</p>
General responsibilities	<p>To work cooperatively as a member of the College staff.</p> <p>To create a positive, friendly and welcoming environment for school community.</p> <p>To adhere to the schools policies and procedures.</p> <p>To maintain confidentiality of issues.</p> <p>Complete additional duties requested by SLT or Pathways team within agreed parameters.</p>	<p>Good collegially relationships are evident with staff</p> <p>Confidentially is maintained at all times</p> <p>School policies and procedures are followed appropriately</p>