

Hamilton Girls' High School
Careers Department - Careers Teacher
Job Description

Directly responsible to: Director of Careers

Teaching time allowance: 0.6 Careers inclusive of Waikato Trades Academy class (full time with other teaching subject)

Tasks	Involves
1. Support and contribute to all aspects of HGHS Career Department services	<ul style="list-style-type: none"> • Individual career interviews, Tertiary applications, scholarship references, CV writing workshops, subject choice interviews. • Assist with career related activities throughout year as required by Director of Careers. • Maintain professional development through CATE membership, Tertiary Update days and other PD opportunities.
2. Coordinate Yr10 Career Programme	<ul style="list-style-type: none"> • Liaise with Social Studies Department in the delivery of Career programme. • Maintain and develop resources as necessary
3. Maintain communication with Careers staff and wider school	<ul style="list-style-type: none"> • Attend regular Career Department meetings • Contribute to school newsletter, magazine, BOT Report. • Build relationships with teaching staff to improve student learning outcomes.
4. Liaise with parents/caregivers as required	<ul style="list-style-type: none"> • Attend parent information evenings – interviews, Whānau Hui, Pasifika Fono, Subject Selection / Careers nights. • Contact home when deemed necessary.
5. Teach Waikato Trades Academy class	<ul style="list-style-type: none"> • Teach WTA class and oversee classroom programme. • Liaise with Wintec and Primary ITO regarding WTA programmes. • Liaise with other subject teachers to support students in their learning. • Develop individual learning programmes for students regarding literacy and numeracy requirements. • Maintain attendance records both at school, Wintec, Primary ITO. • Complete WTA progress reports and related documentation as required. • Ensure all credit achievement is correctly recorded. • Visit students at Wintec and other locations on a regular basis. • Support given to students with subject selection. • Regularly record pathway conversations on Career Central. • Liaise with caregivers when necessary. • Attend Parent interviews and other related information events.
6. Assist with WTA selection process and re enrolment each year.	<ul style="list-style-type: none"> • Interview referred students. • Caregivers fully informed of programme requirements. • Completion of enrolment forms.