



KELSTON GIRLS' College

Person Specification: Careers Adviser/Teacher: fixed term 2021

Vision: Young women who are empowered as leaders and confident future focused lifelong learners

Kelston Girls' College is the only state secondary school for young women in West Auckland and has a strong tradition of excellence in academic, cultural and sporting endeavours of which students, staff and alumni are justifiably proud.

Values: Respect ourselves, respect others, respect our school and community

Person Specification:	Careers Adviser and teacher: Careers, Trades Academy and Gateway. Full time Fixed Term 2021
Responsible to:	Head of Te Ara Moemoea
Direct involvement with:	Te Ara Moemoea staff External providers
Primary Responsibility:	Supporting the ongoing development and implementation of programs within Careers, Trades Academy and Gateway.
Key Tasks:	<ul style="list-style-type: none">• Working with the head of Te Ara Moemoea to develop and implement a whole school careers' education plan.• Conducting career planning interviews.• Attending careers' advisor update days.• Organising trips and short courses.• Support with work placements and experiences for students.• Supporting the director of the trades academy and providing pastoral care for students as required.• Liaising with outside providers and employers within the community.• Assisting with career events.• Supporting students with scholarship applications• Teaching 2x classes.• Other tasks as required by head of Te Ara Moemoea
Key Skills:	<ul style="list-style-type: none">• NZ registered teacher• Qualification and/or work experience within careers education• Excellent interpersonal skills• Able to collaborate with staff and external providers• Organisational/administration skills• Digitally fluent