



KELSTON GIRLS' College

Person Specification: Careers Adviser/Teacher: fixed term 2021

Vision: Students 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

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Responsible to: SLL team, Head of pathway, Head of strand

Direct involvement with Strand teaching teams
Pathway teaching team
Students
External advisors

Primary Responsibility: To contribute to the transformation of learning in the school by teaching through authentic learning contexts and project based learning which enables, empowers, challenges and celebrates students through curiosity, creativity and flexibility within a culturally responsive context.

Supporting the ongoing development and implementation of programs within Careers, Trades Academy and Gateway.

Key Tasks:

- To teach
- To complete all tasks required
- To attend regular pathway and strand meetings
- To review and reflect on all processes
- To participate in professional learning
- To develop and implement an inquiry project
- To be confident in using digital approaches to teaching and learning
- To be confident in expanding digital fluency of students
- To develop expertise in authentic learning contexts and project based learning
- To be fully engaged in the implementation of relational pedagogies
- To implement PB4L and restorative approaches to relationships
- To be an active member of the relevant pathway and strand team
- To be an active member of a team of whanau teachers
- To be involved in events at the school
- Working with the head of Te Ara Moemoea to develop and implement a whole school careers' education plan.
- Responsibility for refugee careers
- Conducting career planning interviews.

- Attending careers' advisor update days.
- Organising careers events
- Support with work placements and experiences for students.
- Supporting students with applications for scholarships and tertiary study
- Liaising with outside providers and employers within the community.

Key Skills

- Able to show understanding of relational pedagogies and restorative approaches
- Able to implement the development of teacher/student relationships
- Able to work collaboratively with in staff teams
- Able to implement authentic learning contexts and project based learning for students
- Able to work in an open and constructive way with school leadership, pathway team, strand team, staff, parents and students
- Able to approach issues in a problem solving way
- Able to have difficult conversations with adults and students in a constructive manner
- Able to participate in review and reflect and develop constructive changes