



Te Huruhuru Ao o Horomaka **HORNBY HIGH SCHOOL**

Position Description

Hornby High School

Name	
Role	Careers Advisor
Reports to	Principal
Direct Reports	Two part-time Careers and STAR/GATEWAY administrators
Working Relationships	External: Ministry of Education (MoE), Parents/Whānau, Tertiary Institutions (Universities/Polytechnics), Employers, Industry Training Organisations. Internal: Principal / Tumuaki (Primary Line Manager), Senior Leadership Team (SLT), Deans, Careers staffing, Teachers, Pastoral Care Team, SENCO, Learning Support Coordinator, Students.

Employment Status:

Employment Status	Permanent full time	Commences: 28 January 2027
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Purpose of the position

The Careers Advisor plays a pivotal role in guiding students (Years 7–13) as they navigate their educational and vocational pathways. Aligned with the New Zealand Curriculum and the National Career Development Guidelines. This role empowers students to make informed decisions about secondary subject choices, tertiary education, vocational training, apprenticeships, and employment.

Key Competencies & Person Specification

Education & Qualifications

- **Essential:** Qualification in Career Development (e.g., Diploma/Graduate Certificate in Career Development) OR New Zealand Teacher Registration with extensive career guidance experience.
- Practical experience working with young people in an educational or youth support setting.

Skills and Knowledge

Education Systems: Deep understanding of the NCEA framework, University Entrance rules, Vocational Pathways, STAR/Gateway funding, and NZQA processes.

Communication: Exceptional interpersonal and active listening skills, with the ability to build rapport with students, whānau, and industry partners.

Digital Literacy: Proficiency in educational management systems (e.g., KAMAR) and online career tools (e.g., Careers NZ, MyMahi).

STATEMENT OF RESPONSIBILITIES

Responsibility	Expected Outcome
Student Guidance & Career Counselling	Deliver 1-on-1 career guidance sessions to students (particularly Years 11–13) to help identify strengths, interests, and transition goals. Assist students in mapping out Vocational Pathways and ensuring their subject selections match entry requirements for tertiary programs, ITOs/Workforce Development Councils (WDCs), or direct employment. Support at-risk students and priority learners (Māori, Pasifika, and students with learning support needs) in building achievable transition plans. Guide students through tertiary application processes, including University Entrance (UE) requirements, polytechnic entry, scholarship applications, and StudyLink access.
Curriculum & Program Coordination	Design, implement, and manage the school-wide career development plan across Year levels. Manage experiential learning programs such as STAR (Secondary Tertiary Alignment Resource), Gateway, and Trades Academies. Organise and run career events, university presentations, career expos, and industry site visits. Collaborate with Heads of Department (HODs) to embed career literacy across the curriculum. Manage all budgets as delegated. Coordinate and manage all Dual enrolment (Trades) and Gateway courses, entries and monitor, including any relevant administration.
Industry & Community Engagement	Build and maintain strong relationships with local employers, Industry Training Organisations (ITO's), tertiary providers, and community organisations. Source work experience and Gateway placements for students. Engage with parents and whānau through information evenings and consultation to support student career decision-making.
Administration & Compliance	Track and record student career plans and transition outcomes using school management systems (e.g., KAMAR). Manage the Careers department budget, including STAR and Gateway funding allocations, ensuring Ministry of Education compliance. Maintain up-to-date resources on career opportunities, workforce trends, and tertiary entrance guidelines.
Staff Management	Directly manage non-teaching support staff, conduct performance reviews and foster a collaborative, professional team culture.
Other tasks/responsibilities	Any other related tasks and responsibilities as required by the Principal from time to time.

Approved by Principal:	Iain Murray
Date approved:	22/09/2026
Reviewed:	22/09/2026
Acceptance of Appointee:	