



Programme Coordinator Gateway & Trades Reviewed: 2026

Key relationships with: Whānau Teachers, HoF's, Year Level Deans, Teachers, Careers Advisor and Pathways Coordinator, learners, Families/Caregivers, Employers, ITO's, Other Regional Gateway Coordinators (Networking)	Responsible to: Assistant Principal - learner Services Principal	Status: Administration (non teaching role) hours 25Hours/week. Term time only.
Special Character: All staff have a duty to reflect and support the Special Catholic Character in their work at the school.		
Position Summary - Coordinator/Administration Component 25 Hours per week, Term time only. Pay Rate Grade 4 Step 13 - <i>Support Staff in Schools Collective Agreement</i> Trades Coordinator - 3 hrs administration/week - To support learners identify further training or study opportunities and transition into the world of work. Gateway Coordinator (approx 3.3hrs - 4 Periods) - 22 hrs administration/week - To support learners placement into Gateway learning opportunities.		
Key Areas	Performance Indicators	
Administration and Compliance Tertiary Education Commission and Gateway Handbook Top of the South Trades Academy	- Meeting targets for funded places - Complying with record keeping and reporting requirements for Trades and Gateway programmes - <i>Gateway Actuals, Enrolment forms, Learning plans, Placement agreements, Unit standard results and actuals</i> - Sourcing relevant industry unit standards by liaising with Industry Training Organizations (ITOs) - Management of records, administration, entering NZQA units - Liaise with Careers Advisor and the School's Business Manager regarding budget and strategic planning - Regular team meetings and participate in GC performance appraisal system - Prepare all required documents for each placement (refer Gateway Handbook) including Gateway Workplace Agreement, Individual Learning Plan, TEC enrolment form, monitoring forms, evaluation, learner log book - Develop and monitor in collaboration with the learner and employer an Individual Learning Plan (ILP) including internal units in the classroom and industry unit standards, set up and maintain deadlines for units.	
Coordinator Tasks	- Promoting the Gateway and Trades Programme within Garin - Selecting learners for the programmes - Linking prospective Gateway learners to careers advice - Networking with other schools; locating suitable work placements and courses/workshops - Liaising with employers, ITOs, Modern Apprenticeship Coordinators, and other relevant organizations; developing individualized learning plans in collaboration with the employer and the learner - Planning learner assessments and obtaining learning and assessment materials - Preparing learners for their placement, including obtaining equipment and clothing	

	• Supporting the employer and workplace supervisor with the placement; • Monitoring learners' learning and welfare in the workplace • Facilitating learner discussion to reflect on workplace learning and experiences
Professional Affiliations	• Member of Careers and Transition Education Association NZ • Attend Top of the South Gateway Coordinator's cluster meetings and Trades Academy Partnership Meeting(3 x per year) • Prepare associated reporting with these affiliations
School wide engagement	Participate in staff morning briefings, staff, Dean and PLG meetings, as required and staff/teacher only days
Any other duties as requested by the Principal.	