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Position Description & Performance Agreement

Trades Academy Assistant

Fixed Term, Part time Position

Objectives:

To support and assist the Manager in the growth of the day to day business of BOPTA

Areas of Work

BOPTA's 40+ schools lay between Turangi to the South, Putaruru and Katikati to the West and Te Kaha in the East and are everywhere in between. To manage this vast area, we combine our schools into hubs subregions of:

1. Rotorua (Rotorua, Murupara, Taupo, Turangi and Tokoroa/Waikato areas)
2. Tauranga (Western Bay of Plenty, Tauranga and Te Puke)
3. EBoP (E. Cape, Opotiki, Whakatane, Taneatua, Kawerau and Edgecumbe)

Therefore, having some knowledge of the schools, businesses, apprenticeships and / or training partners in these sub regions could be advantageous to our programme of work.

Key relationships

- Manager BOPTA
 - Team members or Contractors
 - Tertiary providers
 - Partner schools
- School Community
 - COL Transitions Staff
 - Trident Admin Staff
 - Local employers & work brokers

Hours

Part time - 15 hours per week (during term time only) and in negotiation with the manager.

Purpose

Duties include some of the following tasks which will be determined through applicant strengths and weekly meetings to plan and prioritise the team's efforts.

KEY TASKS	PERFORMANCE INDICATORS
Coordination and General administration	Assist Manager with <ul style="list-style-type: none"> • Follow up with schools and tertiary providers to ensure data provided to BOPTA is correct and done in a timely manner re enrolment/withdrawal/transfer information/ attendance/marks or student progress reporting & updating these into Kamar. • Assist with the planning and coordinating of School / Provider Transport and related MoE plan • Assist with preparation and dissemination of minutes of our consortium meetings • Assisting with the regular use of spreadsheet and data to inform decisions • Assisting with online surveys, promotion and data capture • Schedule Pastoral Care invoice prompts in March and September • The preparation of MoE reports (Transport Plan, Mid year, Biz case, End of year reporting)

						
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	<ul style="list-style-type: none"> • Quarterly Roll returns to the MoE • Schedule MoUs' and Provider contracts for resigning • Regular contact with our members, including updating of forms and the "share drive" to encourage clear communication • Helping to streamline processes or create systems that strengthen our Trades Academy • Weekly meetings and general office duties as requested by the manager
Trades Academy Promotion	<p>Assist Manager with:</p> <ul style="list-style-type: none"> • Developing student pictures, profiles, videos, FB post, alumni profiles for promotional purposes • Assist with projects like, online newsletter development and/or regular Facebook posts • Website development & website kept current with new photos, student and alumni profiles and current information re course details • Assist with parent and senior subject selection evenings, Career Expo's and other promotional events, as required • Help to organise and facilitate end of year award ceremonies e.g. food, invites, venues, certificates, vouchers • Liaising with contractors re the development and production of promotional material e.g. booklets, flyers, posters, videos, award certificates, website, promotional pictures
School / Provider / Industry Liaison	<p>Assist Manager with</p> <ul style="list-style-type: none"> • Transport coordination in conjunction with BOPTA providers & schools • Reconciling schools and tertiary providers quarterly rolls • Advocating for our partner schools with tertiary providers in areas of concern • Assist with the ongoing liaison work with partner schools in areas such as Pastoral care of students, enrolments, Learning Plans, and collaborating to support wobbling or "at-risk" students • Assisting Schools with transitioning students to Full time employment, apprenticeships, Trades training & related opportunities • Help to Implement the use of Kamar as a shared Trades Academy platform and assist schools and providers with the use of this (with support of IT). • Assisting the Manager with projects that will help to strengthen our Trades Academy, as required.

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1. *Expand reach of BOPTANZ FB page to include our students, staff, family and alumni*
2. *Institute an end of year / outgoing student survey to better determine destinations and students successes (transitions to employment, apprenticeships, FT Training, vocational awards)*
3. *Identify and promote Trades alumni success stories*
4. *Create a standalone BOPTA website with promotional videos*
5. *Support the creation of an online enrolment system (1 system across 6 providers with 1 form for parents to sign)*
6. *When time allows, help to build relationships with local industry and employers to help transition / pathway our BoP students towards future work experience, cadetships, apprenticeship or employment opportunities.*

Position Advertised – 14 February, 2020

Closing Date - Friday 21 February, 2020 @ 4pm

Shortlisting and Interviewing – Friday 28 February

Enquiries to Cindy Lee, Trades Academy Manager: leec@trident.school.nz

		 	 	 		
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