

# Student Advisor - Youth Pathways

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## Kaupapa | Purpose

- To build student confidence to successfully complete their qualification.
- To motivate students to access services that will assist them in the completion of the qualification.
- To monitor the effectiveness of the services accessed by the students.
- To provide and coordinate learning support for students.
- To offer support and advice to students, to help them to identify and resolve issues that affect their learning and quality of their Wintec experience.

**Reports to:** Youth Pathways Manager

**Team:** Wintec

**Remuneration:** IEA Band 4 (\$67,800 to \$84,700)

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## Ngā mahi | Do

Student Support

- Identify services that will assist students in completing their qualification;
- Assist in the development and delivery of a targeted support for students identified as at-risk;
- Work closely with the Academic staff where appropriate to identify at risk students;
- Work closely with student support and secondary school staff to monitor and develop student centred processes and procedures that ensure targeted student support;
- Proactively initiate on-going contact with students who require assistance and/ or who are identified as having difficulty with achievement;

- Ensure students and Wintec staff have increased awareness of student support and services and how to effectively refer students to support;
- Māori and Youth student support practices are informed through competency and understanding of: Whanaungatanga; Manaakitanga; Tangata Whenuatanga; and Ako;
- Provide learning support for students and develop learning programmes on an individual or group basis using flexible modes of delivery, with a focus on each learner's ways of learning;
- Identify learning support needs for students and arrange appropriate action;
- Identify, prepare and create resources to support students' learning;
- Provide tutorials and workshops with appropriate departments/organisations to assist students as required.

#### Service Coordination

- Assist students to link with the appropriate external support that they require;
- Develop and maintain effective relationships with external and internal customers;
- Collaborate and communicate across departments as required.
- Liaise with secondary schools to access support for referral where appropriate.

#### Administration and Coordination

- Provide administration support within the Youth Pathways team, eg reporting to secondary schools, checking WTA email box and refer to appropriate people, responding to queries;
- Provide accurate information in a timely manner, eg ensuring student attendance is completed;
- Ensure all student contacts are recorded accurately and timely using approved process.  
Note, only if reliever there who doesn't have access to roll will she do this.
- Provide reports as required to Youth Pathways Manager and/or Youth Pathways Coordinator;

- Actively support the delivery and coordination of student activities and events, eg end of year awards ceremony, inductions, BBQs, Career Advisor day, etc;
- Coordinate organisation of field trips and work placements, and ensure appropriate requirements are met. This may include, but is not limited to, Wintec policies and procedures, and placement provider policies and procedures;
- Follow Wintec policies and procedures as required;
- Documentation is filed in approved Wintec file management system;
- Record information as required in KAMAR and VAULT.
- Assist Youth Pathways Manager and Youth Pathways Coordinator as needed, eg at peak times.

### **Health and safety management accountabilities are understood and applied.**

#### **Individual and staff H&S outcome and objectives**

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge
- Significant hazards are eliminated, isolated and/or risk minimized
- Staff in the area of responsibility are involved in the hazard management

#### **Wintec culture**

- Observes Wintec's mission, strategies, priorities and values in all activities
- Follows all Wintec and Te Pūkenga's policies and procedures and legislative obligations
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO)
- Demonstrates an understanding of and commitment to Wintec | Te Pūkenga mission, strategies, priorities and values
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner

- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training

### **Other duties**

- Performs other duties as may be reasonably required from time to time

### **Demonstrate commitment to:**

**Te Tiriti o Waitangi.** Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

**Ākonga at the Centre.** Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

**Equity.** Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

**Vocational Education and Training Excellence.** Through quality provision for all ākonga, meeting the regional needs of employers and communities.

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## **Pūkenga | Have**

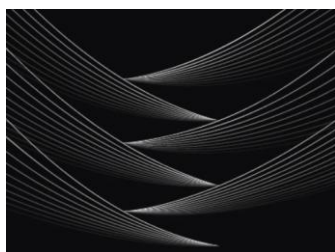
### **Education, Training and Experience**

- Relevant tertiary qualification
- High level of computer literacy and familiarity with Microsoft Windows environment;
- Data entry skills.
- Proven experience in developing and maintaining caring relationships with students, in particular Youth, Māori and Pasifika;
- Experience in supporting vulnerable people or communities and minority groups;
- Have an understanding of higher education institutions;
- Experience in working in the secondary school sector;

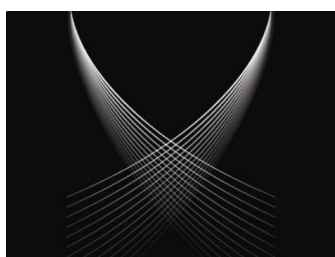
- Experience in working with KAMAR would be preferred, but is not essential;
- Proven experience with youth, Māori and Pasifika communities.
- Able to exercise judgement in problem solving.
- Ability to be innovative, to question the status quo and to adapt to changing circumstances.
- Ability to use initiative.
- Highly developed interpersonal and relationship skills.
- Demonstrated ability to work with colleagues to resolve issues and meet agreed outcomes.
- Professional attitude

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## Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

## **Ngā Hononga Mahi | Working relationships**

### **Internal:**

Academic Staff / Administration Staff / Advisors/Consultants / Team Managers/Team Leaders/Coordinators

### **External:**

Business / Industry / Community / Employers and employer groups / Government agencies / ITOs / SAWIT / Students

### **Resource delegations and responsibilities:**

**Financial:** Nil

**People:** Nil