



Epsom Girls Grammar School

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Gateway Coordinator, fixed term, full time
Responsible to:	Head of Careers Department
Direct involvement with:	Careers Department
Primary responsibility:	To contribute to the development of a learning environment in which the aims of the Learning at EGGS Statement may be achieved within the specific context of the Gateway Programme.

Key Tasks:

Aware of and able to implement current Gateway and Career development pedagogy and practice in the classroom.

Be knowledgeable of current industry requirements and developments.

Recognise the special characteristics and needs of young women in order to enhance learning outcomes.

Key Skills:

The successful applicant should be skilled in:

- Communication – able to work with diverse groups of people
- Establishing positive, professional learning relationships with young women
- Organisation – logistics and scheduling
- the use of IT and relevant software packages to enhance learning outcomes
- Working autonomously but still within a team environment
- Establishing and maintaining professional relationships with employers

The successful applicant should be:

- A vibrant and energetic person who is able to establish and maintain effective working relationships
- Empathetic and lateral thinking
- Able to establish clear boundaries, which operate consistently and equitably
- Able to set goals and participate in strategic planning
- Able to show initiative and problem solving skills
- Flexible, adaptable and forward thinking
- Organised and project driven in order to achieve outcomes