



JOB DESCRIPTION

Director – Services Academy, Mana College

Responsible to: John Murdoch, Principal

Key Tasks:

- Develop a training programme for the Academy;
- Develop and implement a pre-course recruitment drive within the school prior to each intake, and lead the selection process prior to the course start;
- Contribute to the teaching of the physical training aspects of the course;
- Liaise regularly with Academy students teachers, and assist them to manage students' motivation, behaviour and progress as required;
- Mentor, develop and lead students of the Academy
- Provide pastoral care to the students for the duration of the course including monitoring of attendance, discipline, reporting, health and safety;
- Manage students' expectations;
- Arrange and manage off-site activities;
- Broker arrangements with Recruiting Staff from the respective Armed Services to recruit on site;
- Link with similar projects throughout the region;
- Manage the Academy budget subject to Principal's approval and manage resources, equipment and student uniforms;
- Liaise with Ministry of Social Development(MSD), Work and Income, and the Defence Force;
- Provide and present a monthly report to the key stakeholders, namely the Mana College Principal and MSD/WINZ;
- Be prepared to present about the Academy to other interested schools, and as required by the Principal in collaboration with MSD/WINZ;