

**WELLINGTON SCHOOL, SOMERSET**

**CAREERS, FUTURE STEPS AND HIGHER EDUCATION CO-ORDINATOR**

**JOB PROFILE**

The job profile is a guideline and may be subject to change according to the needs of the School.

*The role is newly designed within the School and has been created in response to the fast-changing nature of the work place and the evolving alternative routes on offer after school in addition to university entrance. We seek an individual with experience where possible, but more importantly a willingness to research and articulate different options for our pupils at Wellington School. Above all, we seek someone who wishes to be part of a busy day and boarding school and who enjoys talking to and working with teenagers in this formative stage of their lives.*

*The Careers, Future Steps and Higher Education Co-ordinator reports to the Deputy Head (Academic) and ultimately the Headmaster.*

*The successful candidate will work closely with the Head of Sixth Form in particular, as well as many other staff, such as the Head of Enrichment, Head of Marketing, Head of Wellbeing (PSHEE) and other members of the Management Team.*

*The following criteria are indicative of how we perceive the role, but this will undoubtedly develop and can, to an extent, to be tailored to the individual candidate.*

**Key Tasks/Responsibilities:**

* To develop and manage a careers programme throughout the School with reference to the 8 Gatsby Benchmarks.
* To publish the careers programme on the School website in a way that enables pupils, parents, teachers and employers to access and understand.
* To plan and manage small and large-scale events during the academic year which exposes pupils to the breadth of opportunities on offer.
* To support and offer advice to pupils about varied career paths and how these can be pursued.
* To liaise with the OW community, parents, local employers and friends of the School in providing suitable advice, talks, mock interviews and other guidance.
* To regularly seek feedback from pupils, parents, teachers and employers of the programme.
* To source and maintain up to date resources for pupils on all future paths other than UCAS.
* To provide up to date displays and information when necessary.
* To promote broad thinking, widen pupils’ horizons on future steps for pupils and their parents.
* To engage actively with the parent body in promoting careers and future paths.
* To ensure that all pupils have accessed information about career paths before taking their GCSE options.
* To provide pupils with opportunities to hear from providers of technical qualifications and apprenticeships.
* To be familiar with the UCAS process and support the Head of Sixth Form with the administration of this.
* To increase awareness of Higher Level Apprenticeships and support pupils in applying.
* To gain knowledge of and support pupils through international university applications.
* To contribute to the Sixth Form Enrichment programme in content and delivery.
* To ensure all pupils have at least one, one-to-one careers guidance interview by the age of 16 and another before the age of 18. Interviews with a suitable adult and in line with data protection regulations
* Keep suitable records on pupils and their potential future paths.
* To liaise effectively with other teaching and support staff.
* To work with the Head of Sixth Form in organising events and other routine administration.
* To supervise pupils directly or indirectly at various times of the week.
* To undergo suitable training and attend courses or conferences relating to careers and other future paths.
* To ensure all pupils from Years 7 – 11 have at least one meaningful encounter every year with an employer.

**Key Skills and Experience:**

* Essential is a willingness to engage actively with teenagers with a genuine desire to see them fulfil their potential.
* Ideally applicants should possess a Qualification in Careers Guidance (QCG) or Information, Advice and Guidance (IAG) Level 4 although training will be provided to the right candidate.
* Good administration and I.T skills with an interest in keeping up to date with Careers software, such as Unifrog; Morrisby and Fast Tomato.
* Strong communication skills both in writing and in person.
* The ability to work with individuals and groups.
* A flexible approach to work is required, as the role will involve some evenings for careers events and parent meetings.

Postholders must be committed to safeguarding and promoting pupil welfare. They will be subject to an enhanced DBS and Child protection checks. We are an equal opportunities employer.