North Leamington School

JOB DESCRIPTION

**TITLE OF POST:**  **Careers Coordinator**

**SALARY GRADE:** Scale G, Points 21-25

**HOURS OF WORK:** 37 hours per week, term-time only + 2 weeks

**REPORTS TO:** Work Related Learning Leader

**Main purpose of the job**

* To support young people’s career learning, planning and development by assisting with the development of careers education and guidance (CEG) and Work Related Learning (WRL) in North Leamington School.
* To advise the senior leadership team and Governors, facilitate the contribution of colleagues and partners, develop the Work Related Learning Programme, and organise resources to secure high standards of teaching and learning.
* To work with our community to organise and coordinate careers events, such as practice interviews and careers fairs.

**SPECIFIC RESPONSIBILITIES**

* Organise and manage a drop in service for students with the external Careers Advisor.
* Liaise with the Sixth Form Manager to support Sixth Form interviews.
* Organise Work Experience placements for students, as appropriate. Be responsible for organising and ensuring all placements are Health and Safety checked. Seek advice, as appropriate, regarding specialist assessments. Organise rota visits for each Work Experience placement to enable staff to monitor students. Contact and meet local businesses to secure placements for students.
* Assist with the preparation of career education and instructional materials, for use by teachers and students; assist students in locating and using college/career information as needed for research, assignments and post 16 school planning.
* Develop access to and information on careers and career clusters, employment prospects and trends and employment requirements and opportunities. Obtain and circulate current college prospectus.
* Keep abreast of external changes to Work Related Learning and Careers.
* Contribute to the strategy for ensuring inclusion, equality, reality of opportunity and respect for diversity. Monitor students’ curricular work experience choices for evidence of stereotyping. Provide guidance and support for young people encountering difficulties, e.g. in making non traditional choices, combating racism.
* Develop and maintain links with business and community partners. Organise and/or support WRL activities for students. Organise extended or other work experience placements for identified students. Maintain a network of useful business and community contacts.
* Record, collect and forward student information and destination statistics to Right Step, to fulfil the Department of Education September Guarantee statistics.
* Identify and prioritise students for guidance, based on vulnerable groups. Devise tailored packages of support for those most in need.
* Support co-workers with the development of learning plans and pathways for our most vulnerable students.
* Arrange interviews for the external advisor.
* For a candidate with suitable qualifications, deliver workshops and one-to-one interviews, to provide CIAG.
* Arrange and attend the school Careers Fair.
* Arrange Year 10 Mock Interviews.
* Identify and invite speakers from industry/colleges/universities to deliver careers talks.
* Work with local universities to increase widening participation, eg. student progression team.
* Produce guidance material, eg. newsletters, careers blogs, facebook page, for students/parents/staff.
* Link with the marketing team to promote careers.
* Organise trips to relevant businesses and events, eg. skills show, Jaguar Land Rover, careers fairs.
* Support Careers Education Alternative Curriculum Days.
* Develop industry links to support with work experience, mock interviews.
* Support Faculty Leaders with the organisation of careers-related experience days/trips etc. and a programme of industry-related speakers, as appropriate.
* Maintain noticeboards.
* Maintain student careers e-portfolios.
* Prepare and deliver informational presentations and reports, as requested.
* Work in conjunction with the Alternative Provision Leader to support the creation of learning pathways.
* Work alongside the Gifted & Talented Coordinator to support career progression.

**GENERAL**

All school staff are expected to:

* Undertake other such duties as may be required from time to time.
* Maintain confidentiality according to organisation and legal requirements.
* Uphold school policies, routines and codes of conduct.
* Work towards and support the school’s vision and objectives.
* Be aware of, and follow the Child Protection Policy.
* Support and contribute to the school’s responsibility for safeguarding students.
* Work within the school’s Health and Safety Policy to ensure a safe working environment for staff, students and visitors.
* Work within the school’s Diversity Policy to promote equal opportunity for all students and staff, both current and prospective.
* Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues.
* Engage actively in the performance review process.

North Leamington School is totally committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and to support and reinforce the associated school policies and procedures

**CONTEXT OF POST**

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the Ofsted Inspection Report 2014.

**RE-NEGOTIATION**

Elements of this Job Description may be re-negotiated at the request of either party and with the agreement of both.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Postholder) Date:

Signature (Headteacher) Date: