



**King Edward VI School**  
**Careers Education, Information, Advice & Guidance Co-ordinator**  
**Job Description**

**Reporting to Deputy Headteacher and working with PSHE Co-ordinator**

**Job Purposes & Key Responsibilities:**

- To promote comprehensive information, advice and guidance service within school across all year groups as part of the statutory requirement at KS3 and KS4
- To provide all students with the information, advice and guidance they need to make informed decisions of 14-19 Education issues including Post 16, and employment options
- Identifying students not in education, employment and training (NEET) and help keep them engaged in education to KS4 and beyond
- Manage work placements for targeted students at KS4.

**Specific Duties:**

**Information, Advice and Guidance**

- Attend assemblies, tutor time, parents' evenings, target setting days, options evenings and results days as and when required
- Attend all relevant training days and IAG co-ordinators meetings
- Attend annual reviews of targeted students
- Liaise with school staff to promote service to all students
- Liaise with outside agencies as appropriate
- Be available to meet with students at times when they are not in lessons – before school, break and lunchtimes, after school
- Maintain records of all meetings with students
- Target potential NEET students, through Year 9 Options, CAT tests and referrals from other staff
- Work in First Base with students who do not attend mainstream lessons
- Maintain Careers library
- Audit Careers provision using Compass.

**Work Experience**

- Follow the School's existing procedures, reviewing and recommending changes as necessary
- Arrange meetings with students to discuss preferred type of work experience
- Maintain employer engagement with the scheme and recruit new employers
- Ensure Health & Safety requirements are fully complied with
- Provide guidance and support to students – attend interviews when necessary, identifying and solving potential difficulties
- Plan and prepare materials for work placements as required
- Arrange and deliver a series of lessons/assemblies aimed at preparing students for the world of work

- Sign up to funded projects.

### **Further Education College links**

- Target placements for Young Apprentices, Personal & Vocational Education, Flexible Learning programmes
- Liaise with parents/carers and arrange interviews with college staff
- Arrange Young Apprentices drop in sessions every half term
- Liaise with College staff on students pastoral care, work placements and assignments
- Maintain records.

### **Pathways**

- Deliver work related learning programmes to potential NEET students
- Promote Post 16 learning and work through taster events, college visits and other activities
- Act as mentor to students.