Stowe Valley
MULTI ACADEMY TRUST

JOB DESCRIPTION

Careers Coordinator	
Scale	H – Points 17 to 22
Hours	37 hours a week, Monday to Friday hours to be agreed
Section	Support Staff
Responsible to	Assistant Headteacher Careers/PD
Responsible for	This position has no responsibility for line management

Job Purpose	The Careers Coordinator will assist with the delivery of the school's programme of careers advice and guidance. The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reforms to meet the required benchmarks.

Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within the Trust are expected to show flexibility in the reviewing of responsibilities to meet the Trust's needs, which may change from time to time.

Leadership

- Support the team of teachers, administrators, external partners and others who deliver careers guidance
- Advise the senior leadership team on policy, strategy and resources for careers guidance and showing how they meet the required benchmarks
- Report to senior leaders and Careers Advisor
- Review and evaluate careers guidance with the Careers Advisor and provide information for school improvement planning, Ofsted and other purposes
- Support in the preparation and implementation of the career's guidance development plan
- Understand the implication of a changing education landscape for careers guidance, e.g. technical education reform
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships

to students in schools

- Ensure that details of the school's careers programme and the provider access policy are compliant

policy statement are published on the school's website. ?

Management

- Support Careers Advisor in planning the programme of activity in careers guidance
- Brief and support teachers involved in careers guidance
- Monitor delivery of careers guidance across the required Benchmarks
- Support tutors, providing initial information and advice

Networking

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
- Establish and develop links with employers
- Provide careers guidance to students at key points in their education and as a minimum in Year 10 and 12 and communicate this guidance to students, parents and tutors.
- Manage links with external organisations
- Secure funding for careers related projects
- Build a network of alumni who can help with the careers guidance programme
- Actively contribute and fulfill staff responsibilities to the school's responsibility to safeguard and promote the welfare and safety of children and young people
- Work effectively with all members of the school community to promote the school ethos, mission and values
- Uphold the school's policies, procedures and practices, be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in the school's appraisal process.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.
COMMITTED TO EQUAL OPPORTUNITIES

Person specification

Criteria	Qualities
Qualifications and training	Essential: • GCSE (or equivalent) in English and Maths • Level 6 Diploma (or equivalent) in Careers Guidance and Development Desirable: • An already registered member of the UK Register of Careers Development Professionals.
Experience	• Successful leadership and management experience in a school or other relevant organisation • Experience of coordinating successful programmes or events • Experience of managing networks of employers/external organisations • Experience of working with young people
Skills and knowledge	• Knowledge of legislation and guidance on careers, including the Gatsby Benchmarks • Awareness of local and national organisations that can provide support with delivering a careers programme • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Personal qualities	• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Uphold and promote the ethos and values of the school • Ability to work under pressure and prioritise effectively • Ability to work and adhere to deadlines • Maintain confidentiality at all times • Commitment to safeguarding and equality