

Careers Coordinator – Roles and Responsibilities

Reports to: Vice Principal

(Liaises closely with: Secondary Leadership Team (SeCLT), Student Support Team (SST) Core Team, Year Leaders (YL), Admissions, Teachers, Mentors)

Salary scale: 11

Job Purpose	The Careers Coordinator is responsible to lead and manage the Careers Team in providing strategic direction and support for the development and delivery of comprehensive career programs. This role involves facilitating students' awareness and exploration of various career paths, higher education opportunities, and fostering partnerships with educational and professional organisations.
Key Areas	
Leadership	<ul style="list-style-type: none"> ● Lead the Careers Team, setting objectives, monitoring progress, and fostering a collaborative environment to meet the educational needs of students. ● Provide strategic direction for career guidance services, aligning with the school's mission. ● Develop a strategic plan for career guidance, evaluating and enhancing the career education curriculum. ● Ensure the delivery of a comprehensive careers education, aligning team efforts with the school's career services goals.
Organising Student Support	<ul style="list-style-type: none"> ● Organise and implement structured support for students, focusing on career guidance, university applications, and personal development. This includes coordinating with careers counsellors to offer individualised advice and support, facilitating workshops, and ensuring students are prepared for their future educational and career paths.
Administration	<ul style="list-style-type: none"> ● Manage efficient administration of the careers service, including records, communications, and review of careers provision. ● Oversee the application processes for higher education, maintaining up-to-date student progress records.
Professional Development	<ul style="list-style-type: none"> ● Promote continuous professional development, staying informed about career counselling and educational developments. ● Facilitate training and attendance at relevant conferences for the Careers Team.
Person Profile	
Required Knowledge	<ul style="list-style-type: none"> ● Expertise in career counselling, higher education systems, and labour markets. ● Familiar with global university admission processes, International Baccalaureate programs, and Dutch higher education.
Attributes	<ul style="list-style-type: none"> ● Internationally-minded, innovative, inspiring, compassionate, proactive, and flexible. ● A strong role model within the community, passionate about student development.
Skills	<ul style="list-style-type: none"> ● Leadership, organisational, and communication skills. ● Proficiency in IT systems relevant to career counselling and education management.