



Job Description

Post Title: Work Related Learning Co-Ordinator
Job Grade: H7/H8 (dependent upon qualifications and experience)
Full Time 37 hours per week, 52 weeks
Flexible Hours with option to work from home outside of term time offered through flexitime arrangement
Responsible to: AHT SLT Link

Job Purpose

- To ensure that pupils and students receive effective careers education and guidance in order to help them plan and manage their current and future progression.
- To advise the SLT on policy, priorities and resources for C&G.
- To take responsibility for the preparation and implementation of the C&G Development Plan as part of the School Development Plan

Key Processes

- Liaise with relevant teaching staff around careers education and providing initial careers advice and guidance
- Support the training of tutor teams involved in providing C&G
- Keep parents informed of the C&G programme
- Review the overall provision of C&G and evaluating aspects of the programme
- Keep up to date with the developments in the labour market and in education and training
- Maintain own continued professional development for careers work
- Lead and manage the work experience programme for Year 10
- Liaise with PSHE co-ordinator and Heads of Year
- Liaise with Youth Connections Hertfordshire
- Develop Careers programme in line with Gatsby

Key Areas of responsibility

1. Schemes of work for careers education for Years 7-13
2. Work experience programme for Year 10
3. Individual guidance on options at key transition points
4. Organise, administer, attend and troubleshoot Employer events
5. Promote work related learning through social media
6. Run work related learning programme
7. Employer networking, developing and sustaining relationships
8. Present at assemblies
9. Maintain the Alumni database & all associated correspondence
10. Be part of the Dacorum Careers Advisors Team
11. Manage the relationship for Future First
12. Organised and administer Future First Events
13. Liaise with Hertfordshire University to organise Aspire Hire events
14. Organise and administer guidance and support for students wishing to pursue an apprenticeship.
15. Conducting 121 interviews

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Please note, there are some evening events that the Careers and Guidance Officer will be required to attend;

Evenings

- Year 11 Apprenticeship Evening, Year 11 Parents evenings (2), Year 11 into sixth form Evening and Year 8 Option Evening.

There will be some off site visits required of the role;

- Work Experience visiting.
- Visits to the University of Hertfordshire as apart of the Aim Higher programme
- Visits to workplaces
- Visits to Career fairs and Career Events
- In charge of collecting destination data. – take this out we get it from YC Hertfordshire, they will be responsible for chasing it up but that is part of the liaise with YC Hertfordshire

Longdean School is committed to safeguarding and promoting the welfare of children and young people and the successful applicant will be required to undertake DBS Disclosure at Enhanced level.

This job description should be read in conjunction with the Statutory Requirements contained in the current version of the Support Staff Pay and Conditions document.

Please note that Longdean School operates a no smoking policy

Person Specification

Post Title: Careers and Guidance Officer
Job Grade: H5/H6 (dependent upon qualifications and experience)
Responsible to: Full Time 37 hours per week, term time only
AHT SLT Link

Person Specification

- Passionate about the progress students.
- Organised, thorough and tenacious
- Ability to take the initiative.
- Ability to develop and maintain systems for keeping accurate records.
Ability to function as part of a team

1. Educational Qualifications/Training

- Qualification in Careers Guidance(E)
- Postgraduate Diploma in Careers Guidance(D)
- Level 4 Diploma in Career Information and Advice(E)
- Level 6 Diploma in Career Guidance and Development(E)
- Relevant CPD training courses(E)

2. Professional Experience

- experience of advising on lesson planning to deliver a comprehensive programme of careers guidance
- An understanding of the world of work, opportunities available to young people and a commitment to lifelong learning
- Experience in the use of ICT as a teaching and learning tool
- Experience of managing student behaviour

3. Professional knowledge and Understanding

- Current educational trends and thinking
- School performance review and self-evaluation processes
- A understanding of Ofsted framework for school inspection/self evaluation

4. Personal Qualities and Skills

- Enthusiasm and empathy with young people
- Cooperative and able to work with adults both within and outside school
- Well-organised with good attention to detail to manage the work experience programme
- Able to prioritise and juggle many different demands. Good time management skills.
- Creative and willing to promote the work of the careers department through display work, presentations and in the media

- A commitment to continue to prepare the school for the Hertfordshire CEG Quality Award
- A commitment to own CPD to adapt to changing world of work in 21st century
- Possess excellent inter-personal skills
- Has a life outside of school
- Has a fantastic sense of humour