

Job Description

Job title: Business and Careers Coordinator
Reports to: Senior Leadership Team / Principal
Location: The Leigh UTC and Inspiration Academy

Job purpose

- Take on the role of T Level business engagement lead ([click here to read more about T Levels](#))
- Be the main point of contact for businesses with a view to developing and maintaining relationships
- Coordinate student work experience across relevant year groups
- Coordinate the academy's business mentoring scheme and careers/destinations

General responsibilities

- Establishing and developing further strong business relationships with employers, securing their commitment to work with the UTC on an ongoing basis for the benefit of our students' future prospects and exposure to as many relevant work settings as possible
- Arrange all correspondence relating to extended work placements and T Level programme at Post 16 (engineering and computing)
- Supporting UTC students to organise and get the most out of their work experience placements at Key Stage 4
- Undertake Risk Assessments for placements to ensure the safety of our students is maintained at all times. Manage any problems that arise and find solutions to ensure that each student has a successful and engaging placement with additional admin support
- Support the Post 16 Business Mentor Scheme, working closely with Student Services Managers (a pastoral role) and Director of Learning for Post 16
- Organise our Business Breakfast Mornings with Chair of Governors ([click here to read more about these events](#))
- Working collectively to ensure all students have an onward destination into Post 16, College or gain an apprenticeship place. The responsibility of ensuring no UTC students become a young person who is 'Not in Education, Employment, or Training' (NEET)
- Participate with external agencies with regards to careers related learning
- Create, embed and review career development programmes across all year groups that feed into the UTC's 'Talent Acquisition Pipeline'
- Support Senior Leaders and tutors with Unifrog (destinations platform)
- Support the UTC annual awards event

To successfully fulfill this role, you will:

- Have the ability to communicate and build relationships with the business community
- Be persuasive and able to negotiate positive outcomes
- Be passionate about working with young people
- Have a relevant Health and Safety qualification and relevant knowledge (or be willing to undertake one) - this is in relation to assessing workplace suitability for student work experience and the business mentoring scheme
- Have exceptional communication skills
- Have excellent organisational, planning, time management and IT skills

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.