



## Job Description

<b>Post title:</b> Careers Coordinator	
<b>Department:</b> Careers and Progression	<b>Date compiled:</b> 09/12/2024
<b>Salary (FTE):</b> £27,000 per annum <b>Salary (Actual):</b> £20,950.96 (based on 0.7759615 FTE)	<b>Hours per week:</b> 37.5 Hours <b>Weeks per year:</b> Term Time plus 4 Weeks <b>FTE value:</b> 0.7759615
<p><b>Immediate line manager:</b> Head of Careers and Progression</p> <p><b>Designation of any staff line managed by the post holder:</b></p> <ul style="list-style-type: none"> <li>None</li> </ul> <p><b>Job purpose:</b></p> <ul style="list-style-type: none"> <li>To provide high-quality Careers Education, Information, Advice and Guidance to students across the age range of the School via 1:1 meetings, group sessions and events such as assemblies and off timetable days.</li> <li>To assist the Head of Careers and Progression in devising and resourcing a cohesive careers education programme to be delivered by the Pastoral strand of the Connected Curriculum.</li> <li>To liaise with other stakeholders, such as parents and teaching colleagues, regarding CEAIG provision (Careers Education, Information, Advice and Guidance).</li> </ul> <p><b>Principal duties and responsibilities:</b></p> <p><b>The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.</b></p> <p><b>Principal Duties</b></p> <ol style="list-style-type: none"> <li>1. Carrying out individual Careers meetings with students in Form 5 (Year 11), including producing records and action plans and the use of psychometric profiling.</li> <li>2. Work with the Head of Careers and Progression and the Work Experience and Apprenticeship Officer in planning lessons and producing resources for careers-focused pastoral lessons.</li> <li>3. Taking a leading role in the planning, promotion, resourcing and delivery of off-timetable Careers and Progression events, for example Careers Fair, Higher Education Fair, talks and visits.</li> <li>4. Liaising with internal and external stakeholders to ensure effective provision and engagement in Careers provision and events.</li> <li>5. To take a leading role in planning and delivering talks to parents, for example those on post-18 routes and work experience, and recording those talks for later accessibility by overseas parents.</li> <li>6. To use School ICT systems and appropriate software (such as Unifrog and Morrisby) to inform and record guidance interventions.</li> </ol>	

7. Alongside the Head of Careers and Progression and the UCAS Coordinator, provide support to students on A level/BTEC and IB results days.
8. To contribute to the guidance pertaining to university applications to the UK and overseas, and apprenticeships, as appropriate, and to assist the UCAS Coordinator in processing UCAS applications.
9. Deliver training to colleagues on matters relating to CEAIG as appropriate.
10. Maintain own professional expertise through engagement with relevant CPD.
11. Complete administrative tasks commensurate with the role, such as registers of attendance, results transcripts, central records of guidance interventions and updating departmental resources.

**Other duties**

The post holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, such as a requirement to work outside normal office hours dependant on the needs of the business.

For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have a contractual effect.

**Special requirements:**

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All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

**Safer Recruitment**

Oakham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.

<b>Job description drawn up by</b>	Head of Careers & Progression	<b>Date:</b> 11 November 2024
<b>Approved for department by</b>	Human Resources	<b>Date:</b> 09 December 2024