

# Lancashire County Council

## Role Profile - Operational Context Form

<b>Post title:</b> Career Development Coordinator (Information, Advice and Guidance )					
<b>Directorate:</b> CYP			<b>Location:</b>	Schools	
<b>Establishment or team:</b>		Sir John Thursby Community College		<b>Post number:</b>	
<b>Grade:</b>	Grade 6	<b>Staff responsibility:</b>		<b>Essential Car user:</b>	

### Purpose of the role (job statement)

To provide advice and guidance for pupils in relation to careers education and educational pathways. To organise effective work experience and work-related learning programmes to motivate pupils, raise achievement and enable students to raise their aspirations.

### Accountabilities/Responsibilities – appropriate for this post:

#### Key duties:

1. Work with pupils and staff to raise aspirations of future careers, through providing accurate and up-to-date advice and guidance on career and educational pathways.
2. Develop and implement activities and programmes of learning relating to careers, further education and higher education.
3. Help organise a range of careers events both within and outside the school day
4. Support pupils to access careers, training events and apprenticeships
5. Develop effective links with external agencies/organisations, including the National Careers Service and local businesses.
6. Organise work experience/placements for pupils and monitor their effectiveness.
7. Act as an Enterprise “Champion” incorporating Enterprise education into the curriculum and extended college’s programme.
8. Further develop Student Voice by increasing participation within college in areas such as Year Committees/Student Cabinet.

#### Other responsibilities include to:

1. Organise staff visits to work experience placements, including provision of guidance material for them
2. Organise medium or long term work experience placements as part of alternative pathways for pupils at KS4
3. Plan, organise and promote work-related learning, such as mock interview days and industry days
4. Oversee arrangements for all pupils attending off-site provision, including interviews, taster visits, transport arrangements, monitoring progress and quality of provision, monitoring the costs of all off-site provision and co-ordinating and evaluating student assessment information
5. Organise and monitor the quality of extended alternative work-related experiences which address 14-19 student needs
6. Work with Heads of Department/Faculty to develop schemes of work to incorporate work-related learning/enterprise opportunities.
7. To manage appropriate budget as necessary and preparation of bids for additional access to funding

## **Additional supporting information – specific to this post.**

### **Indicative knowledge, skills and experience**

- Working at or towards a nationally recognised careers advisor qualification – postgraduate diploma or Level 6 in Careers Guidance.

**Prepared by:** P. Howarth

**Date:** 07/09/2017

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

### **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

## Grade Profile

### Level Six – Operative / Support (Grade 6)

<b>Level Six Purpose</b> To provide support in a relevant professional area or oversee and co-ordinate the provision of a support function or undertake a specialised skilled activity. This may include day-to-day supervision and direction of a small group or team.
<b>Scope of Work</b> Role holders will use practical and procedural knowledge and analytical and judgemental skills to interpret information or situations and solve varied problems some of which may be difficult. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently to unanticipated problems or situations.
<b>Accountabilities/Responsibilities</b> Role holders may be responsible for: <ul style="list-style-type: none"><li>▪ The allocation of work to a small group or team; or</li><li>▪ Accounting for expenditure from agreed budgets; or</li><li>▪ Overseeing the administration of support systems and processes; or</li><li>▪ Undertaking specialised service support activities; or</li><li>▪ Providing service and situation specific advice and guidance; or</li><li>▪ Using specialised equipment.</li></ul>
<b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Extended experience or the ability to demonstrate the competence to undertake the role.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications or equivalent where applicable.</li><li>▪ Working knowledge of the practices, processes and procedures relevant to the role.</li><li>▪ Developed skills appropriate to the job discipline.</li></ul> <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Measures</b> <ul style="list-style-type: none"><li>▪ Completion of work to required standards, deadlines and timescales.</li></ul>