

## **JOB DESCRIPTION**

### **CAREERS & WORK EXPERIENCE OFFICER**

<b>Grade:</b>	OA4
<b>Hours of work:</b>	22.5 hours per week Monday to Friday - 9.30am to 2.00pm
<b>Contract:</b>	Term time only
<b>Base Location:</b>	Olney

#### **OVERVIEW**

The Careers and Work Experience Officer will assist the Careers Education Information and Advice Guidance Manager in providing high quality careers information in line with the statutory guidance and benchmark criteria. The Careers and Work Experience officer will provide administrative and clerical support for PSHE and Careers/ Work Experience and be willing to work towards a professional qualification.

#### **MAIN RESPONSIBILITIES**

##### **Careers**

- Interview students as part of the 'one to one' guidance process;
- Facilitate small group sessions or larger presentations on all aspects of careers, employment, apprenticeships, education courses and topics related to personal development;
- To ensure Pupil Premium students from all year groups are met as appropriate throughout the year, and that clear guidance is given;
- Assist students with making applications for employment, apprenticeships and FE courses;
- Assist students with finding work experience, voluntary work, placements, internships and school leaver programmes;
- Assist students to draw up an action plan for employment, education or training and supporting them to achieve these goals;
- Liaise with parents, providing advice and guidance;
- Research careers and options to meet the needs of the students;
- Keep up-to-date with current developments and relevant legislation;
- Research and procure career information/services;
- Produce careers information and resources;
- Ensure that information in the careers library is kept up-to-date;
- Create and maintain careers displays;
- Review and update employer/organisation database;
- Contribute towards SOWs and resources for the PSHE programme;
- Co-ordinate and prepare presentations/talks/workshops with external agencies;
- Contribute towards 'impact morning' on careers;
- Attend meetings relating to careers;
- Keep accurate records of meetings;
- Work with the CEIAG Manager to provide destination data on all Year 11 leavers to appropriate agencies.

## **PSHE**

- Organise the preparation of resources for tutorial activities;
- Deliver/collect resources to/from tutors as appropriate.

## **ETHOS AND CULTURE**

- Promote an ethos and culture that are in line with achieving the aims of the school;

## **DATA PROTECTION**

- Ensure all documentation is stored and processed in line with the School Data Protection Policy and Document Retention Guidelines in line with the General Data Protection Regulations (GDPR).

## **HEALTH & SAFETY**

- Ensure there is a safe working and learning environment in which risks are properly assessed and take account of any safety regulations which apply.

## **GENERAL**

- Carry out any reasonable tasks as directed by the Headteacher, a member of SLT or your Line Manager.

This 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 regular intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

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.

Signed: .....  
*Staff Member*

Dated: .....

September 2019