

JOB DESCRIPTION

Job Title	Careers Coordinator
Grade	2020 Scale 7
Reports to	Head of Secondary School, Head of 6 th form
Responsible for	N/A
Liaison with	Heads of Department, Achievement & Progress Leaders, Heads of House, Teachers of PSHEE & Life Skills, parents, pupils and external agencies, as required
Job Purpose	To manage the provision of work related and careers education in line with the National Curriculum and Whole School policies
Duties	<p>1. WORK EXPERIENCE AND CAREERS</p> <ul style="list-style-type: none"> To review, evaluate, and develop the curriculum to meet the Work Related and Careers objectives. To raise the status of the department in the school. To be responsible for Careers Education modules for the PSHCE programme in Years 7-13, in close co-operation with the relevant members of staff. To assist with the implementation of Progress Files. To maintain accurate and efficient accounting procedures in line with Whole School policy. To represent the department at meetings where appropriate. To continue to work with those students who wish to find employment at the end of Year 11 (Job Seekers Programme of Assistance) To co-ordinate the extended work experience programme in Year 11 (Alternative Education) in close liaison with the relevant personnel. To liaise with external agencies, as required To write a brief report for inclusion in governors reports. To prepare, review and evaluate the annual department Development Plan. To provide additional information for references when required. NB: The Heads of House and 6th form have responsibility for the compilation and writing of references for their respective students. <p>2. EXTERNAL LIAISON</p> <ul style="list-style-type: none"> To co-ordinate the programme of individual interviews with the Essex Employability and Skills Team. To arrange the programme of group talks with relevant advisor, e.g. Tutorials. To set up and maintain a referral system and support in school. To raise awareness of external support services in school To liaise with Heads of House, Tutors and Learning Support for background information (IEPs for learning support students). To run lunch time clubs for Year 11 (CV and applications); Year 10 (CAREERS IAG) Year 9 (options

club); Year 12 (Work Experience support), Year 13 (university queries).

- To contact Home Tuition and EHCP Students in liaison with external support agencies
- To inform teaching staff and ensure that they are updated on the latest Connexions information.

3. WORK EXPERIENCE

- To organise and oversee the Year 12 work experience including:-
 - To organise the work experience information evening for parents.
 - To undertake general administration, as required.
 - Liaising with providers to resolve any difficulties.
 - To share work placements with relevant staff so that they can allocate visits.
 - To ensure visit forms are provided to relevant staff.
 - To collect and distribute completed visit forms to tutors for Progress Files.
 - To arrange clinics for parents

4. CAREERS RESOURCE CENTRE/CAREERS DISPLAYS

- To have overall responsibility for the general running of the Careers Resource Centre, including day to day administration and updating of resources for Careers.
- To have overall responsibility for updating material and keeping staff, students and parents informed of developments.
- To organise the use of computer software and audio visual aids for students; identifying through forward planning the appropriate resource needs of the Careers Area and to maximise their effectiveness.
- To provide information concerning those resource needs to the appropriate Senior Staff and Governors Committees in the required format and at the appropriate times.
- To ensure the effective use of all resources in line with careers education objectives.

5. ORGANISATION OF SPEAKERS. VISITS, COURSES, ETC.

- To be responsible for organising careers related visits from schools for students.
- To be responsible for organising careers related visits to school by employers, etc.
- To be responsible for organising conferences and courses for students/staff as appropriate.

6. TEACHING SUPPORT

- To deliver small scale skills workshops to extend work

	<p>experience students.</p> <ul style="list-style-type: none"> • To monitor extended work experience placements. <p>7. ADDITIONAL DUTIES</p> <ul style="list-style-type: none"> • To be responsible for making contact with local businesses with regard to:- <ul style="list-style-type: none"> ➤ work experience ➤ work based training ➤ companies visiting the School ➤ mentoring. ➤ mock interviews <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>

**BEHAVIOUR SUPPORT: CAREERS CO-ORDINATOR
PERSON SPECIFICATION**

General heading	Detail	Examples	Essential / Desirable
Qualifications & Experience	Specific qualifications & experience	Successful experience of providing careers advice. Educated to NVQ Level 3 or equivalent qualification or experienced in working at that level.	E
	Knowledge of relevant policies and procedures	Being aware of and working with the appropriate School policies. Knowledge of DoE scheme and the provision of a careers advisory service.	E
	Literacy	Educated to NVQ level 3 or equivalent qualification or experienced in working at that level.	E
	Numeracy	Educated to NVQ level 3 or equivalent qualification or experienced in working at that level.	E
	Technology	Good working knowledge of ICT to support performance of own role	E
Communication	Written	Ability to write complex reports, complete required returns and write complex letters.	E
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	E
	Languages	Overcome communication barriers with children and adults	E
	Negotiating	Ability to negotiate effectively with adults and children	E
Working with children	Behaviour Management	Ability to demonstrate effective implementation of the school's behaviour management policy, as required	E
	SEN	Demonstrate a good understanding and support the differences in children and adults and respond appropriately	E
	Curriculum	Detailed understanding and knowledge of the school curriculum	E
	Child Development	Detailed understanding of child development and learning processes Ability to assess and record progress and recommend appropriate strategies to support development	E
	Health & Well being	Understand and support the importance of physical and emotional wellbeing	E

Working with others	Working with partners	Ability to make a proactive contribution to the work of the team supporting children, their families and carers Ability to work with parents and carers to improve support for children Ability to work with representatives of external agencies and organisations.	E
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families, carers and other adults	E
	Team work	Ability to work effectively with a range of adults Influences the attitudes and opinions of Others, as required, gaining their agreement through persuasion to ideas, proposals and courses of action.	E
	Information	Contribute to the development and implementation of effective systems to share and safeguard information	E
Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure	E
	Line Management	Ability to manage and support the work of others, as required and appropriate	E
	Time Management	Ability to manage own time effectively and meet deadlines	E
	Creativity	Demonstrate creativity and an ability to resolve problems independently	E
General	Equalities	Awareness of and promotion of equality	E
	Health & Safety	Good understanding of Health & Safety	E
	Child Protection	Good understanding and effective implementation of child protection procedures	E
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality	E
	CPD	Demonstrate a clear commitment to develop and learn in the role Constantly improve own practice/knowledge through self-evaluation and learning from others	E