



JOB DESCRIPTION: Careers Advice and Examinations Coordinator (SEND)

- Hours: Part time / negotiable (max 26 hours per week)
- Term Time Only + flexibility during exam / results / transition periods
- Grade: 6
- Line Manager: Assistant Headteacher
- Location: Newton Bridge Academy (Newton West Site), but may be required to work across both Newton Bridge Academy sites

Job Purpose

This is an experienced administrator role with additional responsibilities linked to examinations and careers advice. The primary purpose of the role is to oversee examinations and accredited courses, to support the organisation of work experience opportunities and to contribute to the planning and delivery of high-quality post-16 transition pathways for pupils with SEND.

The role will involve working closely with senior leaders and teachers to ensure pupils are well-prepared for life after school, through structured support, effective partnerships with external providers, and the coordination of meaningful real-life experiences that promote independence and employability skills. General administrative duties will also form part of this role.

Key Responsibilities

1. Co-ordination of Post-16 Transitions

- Support post-school transition planning in partnership with senior leaders / SENDCO through personalised support for all Year 11 and Post-16 leavers.
- Attend EHCP annual reviews from Year 9 onwards and advise on post-school transition options.
- Maintain up-to-date knowledge of local post-16 provision including colleges, supported internships, training schemes and adult social care pathways.
- Guide and support families through post-school decision-making, application processes and visits.
- Track leaver progress and success and maintain oversight of post-school destination data.

2. Liaison with Post-School Providers

- Build strong relationships with local FE colleges, specialist providers, supported internship schemes and potential work experience providers
- Coordinate visits, taster days and transition sessions to provide pupil engagement opportunities with potential employers, training and education providers
- Act as the school's lead point of contact for post-16 professionals and providers



3. Examinations and Accreditation

- Provide lead support for the named Examinations Officer by supporting the management of all externally accredited programmes and qualifications (e.g. Entry Level, Functional Skills, ASDAN, GCSEs)
- Provide administration support linked to examinations by ensuring accurate registrations, access arrangements, secure storage and compliance with JCQ and other awarding body regulations.
- Organise invigilation, prepare results documentation, and manage the issuing of certificates.

4. Careers Advice

- Support the delivery of impartial, pupil-centred careers advice for pupils with SEND, in line with statutory guidance and Gatsby Benchmarks
- Provide accessible information and advice to pupils and families to support informed decision-making about future pathways.
- Contribute to personalised careers planning, ensuring guidance reflects pupils' strengths, needs, interests and EHCP outcomes.
- Maintain accurate records of careers advice activity and pupil progression.

5. Work Experience Programme

- Maintain lead oversight of the school's work experience programme.
- Support the organization and coordination of work experience placements and ensure safeguarding procedures and relevant risk assessments are in place.
- Develop and maintain relationships with local employers and community partners to expand work experience opportunities.
- Organise and host in-school events to build partnerships and engagement opportunities with local employers and businesses
- Monitor the impact of work experience on pupil development and future planning.

6. Monitoring and Impact

- Maintain clear records of pupil transition planning, exam entries, work experience placements and destination data.
- Report on examination results, destination outcomes and accreditation success.

7. General administration

- Support the operational work of the school administration team, as required (e.g. HR support, financial administration, reception duties, pupil administration tasks etc.)

Additional Information:

- Some flexibility is required during exam periods, end-of-year transitions, or reviews.
- The role will require occasional off-site visits to post-school providers, other schools within Community Inclusive Trust or work placements.
- CPD and training in exams administration and careers guidance will be provided if necessary