

Job description

Careers Co-ordinator



Job Title:

Careers Co-ordinator

Salary:

H5 pro-rata

Actual annual salary £7,512 -
£8,126

Full time salary range
£28,906 - £31,267

Contract:

Permanent, part-time

Around 11.5 hours per week,
to be worked two days a
week, working times from
8:45am

Term time only (38 weeks)

The Role:

The core work of this role will be driven by the responsible Assistant Headteacher. The job holder will work alongside a Careers Advisor.

Core Accountabilities

- Co-ordination of careers provision and student workplace engagement
- Monitoring, reporting and evaluating the school's careers provision

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

Key Task

Lead / co-ordinate the delivery of the school's Careers information advice and education guidance (CIAEG) policy strategy across Years 7-13. Key roles and responsibilities to include:

Workplace engagement

- Organisation of workplace engagement including Year 7 work shadowing day and Year 10 work experience week.
- Planning and co-ordination of careers-related enrichment opportunities and Extended Learning Days (ELDs) which include opportunities for employer, higher apprenticeship, FE and university providers

Education engagement – college and university

- Liaison with local providers such as Oaklands College and West Herts College to ensure that students have access to information about all future pathways
- Liaison with partners to identify suitable Practical Learning Opportunities for students interested in pursuing vocational and technical pathways
- Assistance for Year 11 students with college applications

Other duties

- Ensuring all careers activities are recorded and monitored in line with the CIAEG policy
- Ensuring communication to students, staff and families about careers provision through the school website, social media and school publications (in combination with Careers line manager)
- Developing a network and database of local and national employers, including parents, alumni and friends of the school, to support careers education activities
- Staying abreast of CIAEG developments nationally e.g. Careers Enterprise Company, Ofsted, higher apprenticeships and statutory guidance
- Supporting the delivery of careers education through Personal Development
- Negotiation of annual traded services agreement with Services for Young People Hertfordshire
- Liaison with our HOP Advisor and Enterprise Advisors to support our provision of CIAEG
- Liaison with the Governor responsible for CIAEG and reporting to the relevant governor committee

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	GCSE maths and English	✓	
	Level 6 Diploma in Careers Advice and Guidance		✓
Experience	Evidence of expertise and success in the areas described in the job description	✓	
	Experience of working in a school/college environment or with young people		✓
Skills and knowledge	Demonstrates a sound understanding of the knowledge required to carry out the duties described in the job description	✓	
	Organisational and administrative skills	✓	
	Competent with common IT systems, e.g. Microsoft Outlook, google suite, etc.	✓	
	Have good interpersonal skills and be able to communicate effectively (verbal and written) with a variety of visitors, students, parents, and staff	✓	
	Time management and planning	✓	
	Ability to work as a member of a team to achieve agreed objectives	✓	
	Ability to establish and develop strong customer-focused relationships	✓	
	Ability to handle confidential information sensitively, and knowledge of relevant data protection practices	✓	
	Knowledge of the higher education and careers market	✓	
	Awareness and understanding of special educational needs and disability	✓	
Personal qualities	Strong interpersonal and networking skills	✓	
	Sensitivity and understanding, to help build good relationships with colleagues and pupils	✓	
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
	Commitment to safeguarding pupil wellbeing and equality	✓	
	Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people	✓	
	Ability to embrace change, innovate and inspire our students	✓	



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