

# JOB DESCRIPTION

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**TITLE:** Careers Co-ordinator

**SALARY:** NJC 18-22

**ACCOUNTABLE TO:** Senior Leadership Team

**POST:** Part-Time - 0.6 FTE, Term Time only

## Main Duties & Responsibilities:

- Coordinate careers guidance interviews, mock interviews, Apprenticeship Day, Careers fair, college information talks, Drop Down Days and all other careers related events.
- Delivery of assemblies at key points in the year such as National Careers Week.
- To support the delivery of Careers work and outreach on Drop Down Days.
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- Support/deliver careers group work sessions as required.
- Liaise with relevant staff regarding work related learning across the school and events associated with it.
- Ensure evidence is collated across the school to maintain the careers quality assurance award held by the school.
- Support the gathering and reporting of data for the activity survey and intended destinations.
- Update and maintain the careers information on the school's website.
- Advertise local and national job vacancies, apprenticeships, college open days and other employment opportunities.
- Monitor and track every student's involvement in the academy's careers programme
- Complete termly assessment and evaluation of careers programme
- To ensure the academy achieve all 8 Gatsby Benchmarks
- To be named person for Careers, and therefore being up-to-date with current developments within careers education, information, advice and guidance (CEIAG) and use this to inform school planning.
- To ensure that the Academy is meeting the Baker Clause
- Organise visits and trips to enhance the careers curriculum
- Liaise with external providers such as independent training providers, colleges and universities to ensure the academy delivers a high quality CEIAG
- Maintain, update and develop the careers library
- Promote time management and study skills, through work with individuals and groups of students
- To ensure that the school meets its statutory obligations in terms of CEIAG and to advise the Senior Leadership Team on where improvements might be made
- To ensure all students are able to access Labour Market Information (LMI)

- To liaise with the Senior Leadership Team, Heads of Year, PSHE Lead and SENCO regarding programmes of study requirement, especially at years 9 and 11.
- To be accountable to the Senior Leadership Team and to support the SLT responsible for CEIAG where necessary.

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

**PRINT NAME:**

**Signed:**

**Date:**

<b>Person Specification: Careers Co-ordinator</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualification</b>		Educated to degree standard
<b>Experience</b>	<p>Direct work with children</p> <p>Experience of careers support for students</p> <p>Event planning experience</p>	<p>Work within a school setting.</p> <p>Experience of delivering support groups/training to adults and/or children</p>
<b>Knowledge</b>	<p>Knowledge of the careers market</p> <p>Knowledge of networking events and key sources of information relating to careers</p> <p>An understanding of relevant national policies and procedures relating to careers</p> <p>An ability to promote equality, diversity and the rights of individuals and groups.</p>	<p>Ability to extend school contacts in the careers market</p> <p>Knowledge of funding streams linked to careers</p>
<b>Skills and Abilities</b>	<p>Effective communication skills, with children, young people, adults and groups</p> <p>Confidence to initiate and work independently within school policy and practice guidelines</p>	<p>An ability to contribute to the evaluation and development of school policy and procedures and new initiatives</p> <p>Ability to facilitate a training and/or support programme for parents</p>

	<p>Ability to work with outside providers</p> <p>Ability to establish links and promote the school effectively</p> <p>Ability to work in partnership and respect the ethos, values and mission of the school</p> <p>Computer literacy.</p>	and/or students
<b>Personal Attributes</b>	<p>Commitment to providing and maintaining high quality service provision</p> <p>Willingness to be creative and innovative</p> <p>Enthusiasm, empathy and warmth</p> <p>Adaptability and a sense of humour</p> <p>Effective communicator, particularly in a group environment.</p>	
<b>Equal Opportunities</b>	To work in a non-discriminatory way at all times	
<b>Other Requirements</b>	<p>Current Driving Licence and Car Owner, and preparedness to travel</p> <p>A willingness to work irregular hours when necessary to meet service needs.</p>	