

JOB DESCRIPTION

Job Title: Careers and Work experience Co-ordinator

School: Rivington & Blackrod high School

Grade: Grade F SCP 17-23

Reports to: Head of Personal Development

Line management responsibility: NA

Main purpose of the job:

- To plan and oversee the delivery of Rivington & Blackrod High School and Sixth Form's work experience programme, work related learning and independent and impartial Careers Education Information Advice and Guidance service.
- To support the delivery of CEIAG to staff and students in school.
- To set up and monitor work placements under the guidance of the Head of Personal development. To support young people on placements. To provide administrative support as required.
- To support the Head of Personal Development to ensure the school is adhering to the statutory guidance for careers guidance and access for education and training providers and working towards meeting the 8 Gatsby benchmarks.

Key duties and responsibilities

1. General

To work with FE establishments, training providers, universities, and other organisations to access up-to-date and relevant information in order to provide impartial information, advice and guidance to students that is appropriate to their needs.

To maintain appropriate records and to provide relevant accurate and up to date information on pupil and student intervention and intentions.

To identify, support and guide pupils and students who require additional support by working with them to help remove barriers to learning in order to promote effective participation, enhance individual learning and raise aspirations.

To track pupil and student progress and use information to ascertain student destinations and report this to the school and Local Authority as required.

2. Careers

To provide a high-quality programme to deliver careers education, information and guidance, where appropriate in partnership with external agencies.

To oversee CEIAG in the school by following the agreed delivery plan.

To work alongside Connexions Staff to provide the appropriate advice to students.

To liaise with the appropriate leaders regarding programmes of study requirements, especially at years 9, 11, and Post 16 transition points.

To liaise with staff in order to organise careers interviews for students who follow alternative education routes.

To offer advice on careers opportunities.
To arrange opportunities and experiences linked to career pathways.
To liaise with external organisations to run bespoke group sessions to enhance student knowledge of specific careers.
To ensure appropriate, up to date resources are available for students.
To meet the Head of Personal Development on a regular basis regarding any issues relating to work placements and the delivery of careers education.
To liaise with Connexions and the LA regarding Post 16 Tracking and NEET's monitoring – including contacting past pupils and their parents.
To provide lunchtime and breaktime drop-in sessions for students particularly in Years 9-13 and offer advice and guidance on Post 16 opportunities.

3. Work Experience

To create, develop and foster relationships with partner agencies regarding work placement opportunities alongside the Head of Personal Development.
To match students to available placements taking account of student preference and suitability of available options.
To assist students in preparation for placements through activities such as workplace visits and interview techniques. To arrange student interviews, and accompany them when required, including students who are on long term placements.
To be the first point of contact for students on work placements, and the employers.

To supervise students' integration into work placements, including resolving any issues that arise.

To ensure students have data base access and to provide personal support to students (especially the more vulnerable) to ensure they gain the maximum benefit from their placements.
To liaise with those referring students for placements to ensure that any support needs are identified prior to the placement and that plans are in place to meet those needs.
To support teaching staff working with students in their preparation for, and during, placements.

To prepare all relevant supporting paperwork and documentation in relation to the work placement process.
To arrange visits to students who are on long term work placements.

To ensure that placements have been checked and approved by the relevant external agencies; ensuring all health and safety assessments have been completed.
To provide administrative support as appropriate, including keeping web-based placement information up to date.
To undertake available training opportunities.

Undertake any other tasks commensurate with the grading of the post as required by the Headteacher.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

Job Title: Careers and Work experience Co-ordinator

Qualifications and training	Essential	Desirable
5 or more GCSE's (including English and Maths) at grade C or higher. Or the equivalent	☑✓	

Experience, knowledge, and skills	Essential	Desirable
Experience of leading projects/initiatives in a whole school setting		✓
Successful experience of managing areas and projects		✓
Experience of working collaboratively with stakeholders at all levels	✓	
Experience relevant to the role		✓
Experience of working with children and young people (in a paid or unpaid role)	✓	
Knowledge of the content, structure and processes of role		✓
To be able to represent the school on or off site and have an understanding of the importance of the school within the community	✓	
To be able to use initiative and have well developed incisive analytical and problem solving skills.	✓	
To be able to monitor and evaluate procedures effectively	✓	
Communicate effectively with students, parents and other colleagues at all levels, orally and in writing	✓	
Work under pressure	✓	
Organise and develop effective systems	✓	
Relate to young people	✓	
Take initiative and work independently	✓	
Work to high levels of accuracy	✓	
Prioritise and plan to ensure completion of tasks	✓	
Good negotiating skills	✓	
Good level of skills in relation to MS Office packages, including Word and Excel	✓	
Able to interpret data	✓	

Other	Essential	Desirable
Be innovative and creative in developing solutions	✓	
A record of reliability and integrity	✓	
Excellent attendance record	✓	
Humour, optimism and ambition	✓	
Willingness to participate in further training and CPD	✓	
Self- motivated	✓	
Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines	✓	
To be able to understand and be committed to equal opportunities for all members of the school community	✓	

Special requirements	Essential	Desirable
Satisfactory enhanced DBS certificate	✓	

Medical clearance	✓	
Two satisfactory references	✓	
Full UK driving license and access to a car during working hours		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS). The school is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.