



## Beauchamps High School

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### Job Description

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| <b>Job Title:</b>          | Careers Coordinator   |
| <b>Grade:</b>              | LGS Scale 7 (pts 19-24)   |
| <b>Responsible to:</b>     | Headteacher/Deputy Headteacher /Associate Assistant Headteacher (Strategic Careers Lead)                                      |
| <b>Purpose of the job:</b> | To provide information, advice and guidance to help students make realistic choices about their education, training and work. |

#### Duties and Responsibilities:

1. To continue to support the development of an outstanding careers provision
2. To coordinate and deliver one to one pupil interviews and liaise with SEND careers provision
3. To arrange follow up actions for students and chase non-attendance at interviews
4. To organise and attend events to support with the school's careers provision
5. To impartially assist young people to develop action plans for employment, education and training and support them to achieve these goals
6. To research careers, options and support organisations to meet students' needs
7. To advise students on how to source relevant training courses or qualifications and what funding might be available
8. To advise students on CV, applications, job hunting and interview techniques
9. To help students to understand the current job market
10. To liaise and negotiate with other organisations on behalf of staff and students
11. To help students to understand the current job market
12. To use computer-aided guidance packages, skills assessment tools, career planners, psychometric tests and personal inventories and admin Unifrog/ LinkedIn school account/ Compass+
13. To raise student aspiration by providing information through dedication notice boards, the school website and half-termly newsletter and Edulink messages to students and parents for opportunities as and when they arise and alumni events
14. To keep up to date with labour market information, legislation and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies
15. To be familiar with the government's Gatsby Benchmarks and implement these in the school
16. To identify and support students at risk of being NEET
17. To collate, track and communicate information regarding the school's work experience provision
18. Statutory Data collation
19. To attend progress/open evenings
20. To attend Beauchamps breakfast meetings

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.