

Job Description – Work -Related Learning Co-ordinator

Salary:	Grade 6: - £22,337 - £25,074 full-time equivalent. Actual salary £16,802 - £18,861pa
Hours:	32.5 hours per week over 39 weeks pa (term-time, plus 5 INSET days)
Responsible to:	Assistant Headteacher: Sixth Form & Personal Development
Start Date:	September 2023

Overall Job Purpose

To support students' career learning, planning and development by assisting with the development of careers education, enterprise and guidance.

To work with external partners and employers to organise and coordinate careers events, such as practice interviews, careers fairs and work- related learning opportunities.

Duties and responsibilities

Careers Advisor

- Organising, promoting and arranging a programme of careers and work-related learning events for students and parents
- Attendance at parents' evenings and promotion of careers in school assemblies and information events
- Producing electronic and hard copy of information for displays and the website
- Supporting options guidance, including post 18 choices
- Conducting individual careers interviews with students
- Supporting relevant students and staff with UCAS and apprenticeship applications
- Producing CEIAG resources to support delivery of the Successful Lives programme or equivalent and tracking experiences for students
- Brief and support teachers involved in careers guidance

Networking

- Suggesting, maintaining and developing relationships with local, national and international businesses
- Developing specialist partners and employer links to open gateways and provide guidance
- Liaison with external careers services including the local careers hub
- Establish and develop links with alumni

Leadership and Management

- Organising careers questionnaires and psychometric testing and providing feedback
- Monitoring, recording and reporting leaver destination information to relevant members of the community
- Arrange careers fairs and similar promotional events
- Lead on work experience placements
- Advising on policy, strategy and resources to meet Gatsby Benchmarks
- Act as named Career lead and maintain an up to date understanding of current developments within CEIAG
- Prepare and implement a careers guidance development plan

All School staff are expected to:

- Work towards and support Endeavour MAT's vision and objectives.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within Endeavour MAT's policies and rules
- Maintain high professional standards of attendance, punctuality, appearance, conduct,
- Maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance development process.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required for the successful candidate.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Knowledge	<ul style="list-style-type: none"> Working knowledge of common ICT applications, especially Microsoft Word and Excel Knowledge of the Government's Careers Strategy and the career options available to young people leaving school. Strong interpersonal skills with the ability to work and network effectively with others Excellent communications skills, both written and oral (students, parents, staff, external partner organisations) An awareness of and commitment to safeguarding children. 	Essential Desirable Essential Essential Essential Essential
Qualifications & Experience	<ul style="list-style-type: none"> A university degree or equivalent. Has experience of careers education in an educational setting. Hold qualification in career guidance or be willing to train for it 	Essential Desirable Essential
Skills & Abilities	<ul style="list-style-type: none"> Well organised with a strong attention to detail Able to work under pressure and prioritise own workload to achieve deadlines Ability to accept guidance and direction from teaching staff. An understanding of Data Protection legislation and the need to maintain strict confidentiality and ensure data security. An understanding of work experience regulations and legislation or a willingness to learn Ability to use own initiative, with a creative approach to problem solving. Excellent interpersonal and communication skills (both oral and written). Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals. Experience, or empathy with, working in a multicultural environment. 	Essential Essential Essential Essential Essential Essential Essential Essential Essential

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