Towers School and Sixth Form Centre 

**Job Description:** Careers & Work Experience Coordinator

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| **Pay Grade: 8** |  |
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**RESPONSIBLE TO: Careers & Progression Manager/Careers Leader**

**Purpose of the Job**

To support and provide an inspiring and best practice careers service throughout the School. To provide engaging and interactive careers advice and guidance on subject options and post-school choices. To assist with and help find students Work Placements.

**Key duties and responsibilities**

**Work Placements**

Manage the contact with employers to secure work placements and coordinate the preparation of students for going on placements. Manage the process of student visits at placement. Vetting employers, health and safety checks, completing work-placement documentation, learner reviews with the employer to assess progress, set targets for development, track the welfare of learners.

**Careers Advice & Guidance**

Provide Advice and Guidance to students and Parents. Keep up to date with labour market information. To provide information on work experience, employment, apprenticeships, gap-year and career opportunities. Assist and advice year 11 students to draw up action plans for transition to post 16 education, training, employment, apprenticeships.

**Gatsby Measures**

Maintain a record for all students regard encounters with employers, employees, work placements, further and higher education.

**Higher Education**

Maintaining up to date information regarding UCAS and provide support to staff with training and advice.

**Progression and Destinations**

Collate student destination/progression dataand report to KCC/Government post 16 year 12 & 13 and Year 11.

**Careers Events**

Leading in the organisation of careers events and development of careers resources. Keeping abreast of current developments and good practice in Information, Advice and Guidance and disseminating ideas to colleagues.

**Other Responsibilities**

On behalf of the Principal and SLT attend meetings, conference, and events and provide feedback.

To contribute to the preparation and delivery of leadership reports relating to Progression, Ofsted, KCC and DFE. To be available for after-hours events, appointments, parent meeting when necessary.

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**Person Specification:** Careers & Work Placement Coordinator

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

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * Educated to degree level - desirable
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| **EXPERIENCE** | * Recent experience of careers and guidance
* An understanding of the current Labour Market
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| **SKILLS AND ABILITIES** | * Ability to work collaboratively and to develop positive relationships with internal and external stakeholders Excellent oral and written communication skills
* Ability to work outside of normal working hours, including occasional evenings
* Commitment to personal CPD.
* Enthusiastic, innovative, highly motivated
* Genuine commitment to delivering positive outcomes for pupils.
* Dedicated to achieving excellence, conscientious and hard working.
* Ability to engage with and relate to pupils.
* Approachable, open and honest.
* Organised, efficient and ability to respond to changing priorities
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| **KNOWLEDGE** | * Knowledge of universities, subject choices, non-academic career choices, gap years and volunteering.
* Up-to-date with methods of communicating effectively.
* The ability to effectively contribute to a team and to manage personnel as required.
* An understanding of the nature of pastoral work.
* The ability to liaise and communicate effectively with stakeholders e.g. students, staff, parents, carers and outside agencies.
* The ability to action plan, monitor implementation and evaluate effectiveness.
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