

WESTLANDS SCHOOL**JOB DESCRIPTION****Name:****Post:** Swale Sixth Form (SSF) Destinations Officer**Version dated:** September 2016**Details:**

To be a member of the SSF team involved in the recruitment and support of students to promote participation and aid efficient transitions. To provide information and guidance about the SSF offer and destination opportunities.

- Provide information regarding UCAS and HE and support applications.
 - IAG and Programme and Careers guidance
 - To provide impartial guidance to prospective students on the SSF offer, apprenticeships and other learning programmes to enable them to make informed choices
 - Co-ordination and maintenance of SSF Master list - Post 16.
 - To arrange and participate in SSF Enrichment opportunities.
 - SSF Work experience.
 - SSF Careers Fair.
 - SSF Mock Interviews.
 - Co-ordination of outside speakers for SSF.
 - Support for SSF Enrolment Days.
 - Supporting SSF leadership in daily management of sixth form
 - To contribute to the collation, analysis and dissemination of information on student recruitment, admissions, attendance and retention.
 - SSF Post 16 NEETs / EETs / Destinations.
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- Westlands Lower School Careers.
 - Attendance at relevant Parents' Evenings.
 - Westlands Mentoring Programme.
 - Support for Westlands sexual health clinic.
 - Support for and attendance at Westlands Yr 11 and Post 16 Results Days.