



EXECUTIVE PRINCIPAL: STEPHEN MUNDAY CBE MA
HEAD OF SCHOOL: PETER LAW



JOB DESCRIPTION

JOB TITLE: Student Careers and Work Experience Coordinator

Salary: Scale 6, point 26 (£23,866 Full time equivalent)

Hours of work: Term time only. Minimum of 21 hours per week (this is flexible and subject to negotiation).

Line of Responsibility

The Student Careers and Work Experience Co-ordinator is responsible to the Head of Sixth Form.

Job Content

An opportunity for someone to work directly with students, their parents/carers and members of staff in a guidance role. The postholder will be instrumental in helping organise the information, advice and guidance activities available to Years 8-13.

This post is suitable for candidates either with existing qualifications and experience relating to careers guidance or a candidate with a strong background in administration with a desire to undertake training.

Key roles and responsibilities

- Lead co-ordinator on the implementation of the careers and work experience development plan.
- **KS3 and KS4:**
 - Responsibility for Year 10 work experience
 - Co-ordination of Year 9 options meetings
 - Planning, co-ordinating the careers education and in support of the PSHE curriculum. This could include:
 - Interview skills
 - CV writing
 - 14+ Carousel
 - 16+ Carousel
 - Labour Market Information
 - Use of appropriate websites
 - Writing personal statements
 - Collegiate Board Forms
 - Library visits



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- **KS5:**
 - Support the Sixth Form leadership team with the planning and delivery of advice, guidance information for careers and employability at KS5
 - Responsibility for KS5 work experience co-ordination

- **General:**
 - Maintaining an awareness of current legislation and developments within the careers and work arena
 - Ensuring that students and parents/carers know how to access careers advice/information by assisting at relevant forums
 - PSHE careers support
 - Work permits for alternative provision work placements
 - Maintaining and updating careers notice boards and the online careers and employability resources (Website and Twitter).

Conditions of Employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

To uphold the school's policy in respect of child protection matters.

The Governing Body 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 carried out for the successful candidate.

S/he shall be subject to all relevant statutory and institutional requirements.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.

All staff participate in the school's performance management scheme.