

## Saracens High School

### Job Description

**Job Title:** Business Engagement Coordinator

**Responsible to:** Sixth Form Lead

The main purpose of the role is to engage and develop links with local businesses and to support students in finding long-term work placements.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy, aims, and objectives of the school, and to be instrumental in building an ethos which facilitates the effective education of every pupil and ensures that they can make exceptional progress.

Your key responsibilities as **Business Engagement Coordinator** are:

- Plan, implement and deliver the school's strategy for developing links with local business
- Support Sixth Form leadership with pastoral activities and support students in becoming 'work-ready'
- Track pupils' attendance to work placements, supporting as necessary
- Attend networking meetings for businesses in Barnet
- Attend Barnet and Saracens events linked to Sixth Form
- Be the primary contact with industry partners to create links with businesses and facilitate placements for students
- To act as the primary link with BELS supporting in the identification of placements
- To create and provide the appropriate paperwork for placements, and facilitate Health and Safety visits, including providing copies to the placements
- Work with families and industry placements to help establish good working habits
- Create an evaluation report as necessary, to be shared with leadership and governors
- Conduct work-readiness assessments
- To support students with applications for internships with external organisations
- To offer support and guidance regarding careers
- To work with colleagues to plan and deliver the workplace readiness programme for students prior to the placements to ensure that students are prepared to enter the workplace
- Identify key technical and employability skills that the students must develop and hone throughout their placement, so the students have clear learning objectives
- Ensure that child protection issues are addressed as part of the preparation process and students are made aware of who to contact while on placement should they have any concerns/issues
- Conduct regular visits to students on placements (at least two per half-term), with more frequent phone calls or emails
- To ensure all tasks are carried out with due regard to Safeguarding and Health and Safety.
- To adhere to the Trust policy on equality and diversity
- To undertake appropriate professional development including adhering to the principle of performance management

These accountabilities outline the main areas of the role; they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal.

## Person Specification

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>English and Maths GCSE at A*-C (9-4)</p> <p>Very good standard of literacy</p> <p>Good standard of numeracy</p>	Relevant degree, A levels or equivalent
<b>Experience</b>	<p>Experience using literacy and communication skills</p> <p>Experience in industry or working in an industry-linked aspect of education</p>	
<b>Knowledge and skills</b>	<p>Microsoft Office and databases</p> <p>Strong computer literacy (E mail, word processing, spreadsheet)</p>	Google Suite
<b>Personal Attributes</b>	<p>Self-starter</p> <p>Excellent communication and interpersonal skills</p> <p>Able to work in a team</p> <p>Aptitude for networking</p> <p>Able to show initiative</p> <p>Able to manage own time effectively and demonstrate initiative including establishing priorities, while being flexible to changing requirements</p> <p>Able to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health &amp; safety related policies</p> <p>Able to maintain confidentiality</p> <p>Commitment to safeguarding and promoting the welfare of children</p>	<p>Commitment to personal development</p> <p>Community work and ability to understand local issues</p>