



JOB DESCRIPTION

Careers Coordinator

REPORTS TO:	Associate Headteacher & Headteacher
PAYSCALE:	Band 3, Points 11 – 17 (mid-point) FTE (£27,269.00 - £30,060.00 per annum inclusive of Outer Fringe Allowance)
LOCATION	Burnt Mill Academy
TERMS:	37 hours per week, 40 weeks per year (term time plus inset days, plus additional days when required).
CONTRACT:	Permanent, part time, to be discussed at interview

PURPOSE OF THE JOB

- To develop, implement, and monitor the school's careers strategy and programme to provide the students at the Academy an excellent career provision.

Liaison with:

- The post-holder is expected to liaise with all members of staff within the Academy.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Strategic Planning

- Develop, implement, and monitor the school's careers strategy and programme, ensuring it meets the requirements of the Department for Education (DfE) guidelines.
- Support the school in achieving and maintaining the Gatsby Benchmarks for good career guidance. Update the progress toward the 8 Gatsby Benchmarks online each term.
- Provide regular updates to the senior leadership team (SLT) and governors on the impact of the careers programme.

Careers Programme Delivery

- Organise and deliver careers events, such as careers fairs, employer talks, Mock interviews, Career Days and workplace visits.
- Oversight of the organisation of Work Experience.
- Manage and promote access to careers resources, including digital platforms, websites, and printed materials.
- Work with the senior leadership team (SLT) to embed careers education into the curriculum across all year groups.

Student Guidance and Support

- Coordinate impartial careers advice and guidance for students in line with statutory guidance, ensuring each student has access to high-quality support.
- Support students with transitions to post-16 and post-18 education, training, or employment, including applications to sixth forms, colleges, universities, apprenticeships, or employment.
- Monitor and track student destinations and use this data to inform future planning.

Partnerships and Collaboration

- Build and maintain strong relationships with local employers, further education providers, universities, apprenticeship providers, and other external organisations.
- Liaise with the Careers and Enterprise Company (CEC) and local enterprise advisers to enhance the careers programme.
- Act as the point of contact for all external careers-related organisations.

Administration and Compliance

- To Maintain accurate and up-to-date records of careers activities and their impact on students.
- Ensure the school's careers information is accessible and up-to-date on the website, meeting statutory requirements.
- Manage the careers budget effectively and ensure value for money.
- To assist with the administration of school trips, events and fixtures in liaison with the SLT link and teaching staff
- To assist with the administration of school trips, events and fixtures on ParentPay.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example

Other specific duties

- To continue personal development as agreed
- To actively engage in the performance review process
- To undertake any other duty as specified by the Associate Headteacher or Headteacher not mentioned above
- To comply with the schools Health & Safety policy and undertake risk assessments as appropriate
- To be aware of the responsibilities for all staff to protect personal data under the GDPR, work in accordance with the school's data protection policy and ensure that any suspected data loss or theft is reported immediately, as directed
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification – Careers Coordinator

		Essential	Desirable
Qualifications and documentation	1. Enhanced DBS and validated references	X	
	2. Eligibility to work within the UK	X	
	3. Able to demonstrate a good level of general education to GCSE standard in Mathematics & English or equivalent.	X	
	4. First Aid Qualification		X
Experience	5. Successful recent experience working with children in a school environment	X	
	6. Successful experience of working in an office environment	X	
Knowledge	7. Ability to use a range of office equipment	X	
	8. Good keyboard skill	X	
	9. Good working knowledge of Microsoft applications e.g. excel, word, PowerPoint etc.	X	
	10. Effective communication skills, both oral and written	X	
	11. Understanding of child protection and safeguarding policies and procedures	X	
	12. Knowledge of relevant codes of practice and school policies	X	
Personal Qualities	Characterised as:		
	1. Sensitivity to the needs of others	X	
	2. Flexible and adaptive approach to work	X	
	3. Reliable and trustworthy	X	
	4. Committed to safeguarding children	X	
	5. Values and behaviours suitable for working with children & young people	X	
	6. Committed to equal opportunities	X	
	7. Calm under pressure and flexible in approach	X	
	8. A believe in the ability of children and young people to achieve and overcome obstacles to their learning	X	
	9. Evidence of further study/higher education/professional development	X	
	10. Awareness to and commitment to equality issues	X	
	11. Committed to personal and professional development	X	
	12. Have high expectation of self	X	
	13. Resolve routine issues independently within general procedural framework but refer complex or serious problems to Head of School and/or Executive Head	X	