

Job Description

Job Title:	Careers and Work Experience Co Ordinator
Salary & Grade:	WHF NJC Grade N
Reports to:	Designated member of SLT

Safeguarding Commitment:

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Purpose of the Role – Careers and Work Experience Co Ordinator

- To manage, co-ordinate and deliver arrangements for effective independent careers education, information and guidance for students of all ages.
- To co-ordinate the work experience programmes in Year 10 and 12.

Duties and Responsibilities of the Role:

Main Duties

- To lead and deliver school-based INSET for teachers and tutors involved in teaching careers education and provide on-going support. Embed a programme of career education and guidance that is known and understood by students, parents, teachers, governors and employers.
- To support teaching staff and tutors in providing careers programme and resources and arrange for the careers programme to be published on the web site. Regularly evaluate the programme based on feedback from students, parents, teachers and employers.
- To provide 1:1 careers guidance for students on request and hold 1:1 student interviews
- To review provision of careers work and evaluate an aspect each year
- To prepare an annual improvement plan for careers work to contribute to the school development plan
- To liaise with relevant external agencies including employers, further and higher education providers, careers advice agencies and training providers
- To maintain and develop a comprehensive, up-to-date and accessible provision of careers information.
- To monitor student destinations on leaving Melksham Oak, track, record and report this data.
- To support students in the writing of CVs and UCAS personal statements, and applications to college.
- To enhance university links and visits
- To support and plan cross curricular events and day activities within the school calendar
- To organise an annual careers fair within the school calendar
- To support transition activities
- To plan, support and attend careers specific parents evenings and events
- To maintain own continued professional development in careers guidance work.

- To prepare a careers strategy which ensures the school fulfils the requirements set out in the Gatsby Benchmarking.
- To manage work experience across the school, liaising with appropriate external agencies and employers as needed.
- To lead assemblies and presentation evenings relating to careers and work experience.

Supervision and Management

- The jobholder does not have regular supervisory responsibility for staff but may be required to assist with work familiarisation for new recruits.

Creativity and Innovation

- Within a general framework of recognised procedures, the jobholder is required to provide an appropriate careers programme for students which caters for a wide range of interests and career ambitions; and to generate ideas with regard to reviewing and refining the school approach to careers education.

Decision Making

- The jobholder will make decisions with regard to the careers education programme and resources.

Resources

- The jobholder is expected to use school resources appropriately and with care and is personally responsible for a small annual budget.

Working Environment

- The jobholder deals with students, external agencies including employing organisations, universities and other education institutions. The main work base is in an office.

Knowledge and Skills

- The jobholder needs the ability to undertake a number of involved tasks relating to the workplace and further/higher education, requiring a good standard of practical knowledge of careers advice sources, and skills in motivating young people as well as in organisation and administration.
- Be prepared to undertake further qualifications linking to careers education.

Safe Working Practices for Adults working with Children:

It is the responsibility of each employee to carry out their duties in line with TWHF's ethos and culture of safe working practices for Adults working with Children and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations:

The post holder is required to comply with GDPR regulations (EU) 2016/679 unless and until the GDPR is no longer directly applicable in the UK, and then any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018. The postholder is to maintain awareness of Trust policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity:

There is a requirement for the postholder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department. In fulfilling the requirements set out in this job description,

the postholder will apply the TWHF's commitment to equality by treating all employees fairly and without discrimination.

Confidentiality:

The postholder will respect the need for confidentiality at all times while performing this role.

Health and Safety:

The postholder must at all times carry out his/her responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at Work.

Flexibility:

All staff within the TWHF Family will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being processed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Developed by:		Issue Date:	
Postholder Signature:		Signature Date:	