



Woking High School  
*Inspire, Challenge, Achieve*



Careers and Enterprise Co-ordinator  
Application Pack  
September 2024



**Woking High School**  
*Inspire, Challenge, Achieve*

For further information or to arrange a visit, please contact:

✉ [recruitment@wokinghigh.surrey.sch.uk](mailto:recruitment@wokinghigh.surrey.sch.uk)

☎ 01483 888 447

## Careers and Enterprise Co-ordinator

Surrey Pay Level 7

£14,797 - £16,292 Actual (£30,262 - £33,321 FTE)

21 hours per week, 38 weeks per year, term time only

Permanent contract, September start

Closing date 9<sup>th</sup> July 2024 at 10am.

*If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.*

### Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.

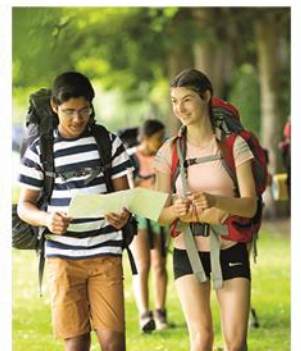
### Job Profile

To provide information and guidance to help students make choices about education, training and work in order to promote economic and business understanding and financial capability.

### Key Responsibilities

#### Strategic direction

- Develop CEIAG programme in line with DfE guidance and Gatsby best practice frameworks.
- Create and implement an enterprise and employability strategy.
- Communicate and promote CEIAG programme and meaningful work-related learning across key stakeholders: students, parents and staff.
- Keep up to date with latest information about CEIAG and ensure the CEIAG Policy is updated and shared as required.





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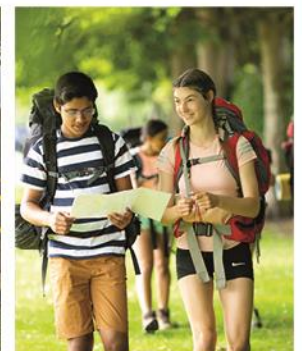
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- Lead on achieving the Investors in Careers Award and ensure its continued success.
- Steer subject teams in embedding CEAIG across the Woking High School curriculum such as inclusion in Schemes of Work, department noticeboards, to ensure that students are prepared for the world of work.
- Ensure that programmes are monitored and evaluated effectively in relation to developing knowledge, understanding and skills.
- Adhere to the Gatsby benchmarks to ensure thorough and comprehensive coverage over the five-year student journey at Woking High School.

## Managing external links

- Develop links with employers, including local business and community partners, organising and managing events for students; maintaining a network of useful business, Arete Partnership and community contacts and organising trips to relevant businesses and events, e.g. careers fairs.
- Forge partnerships with specialists, including: colleges, universities, apprenticeship providers, industry bodies and employers. For example, collaborate with local universities to increase participation and identify and invite speakers from industry/colleges/universities to deliver careers talks.
- Co-ordinate careers advice: managing the relationship between the school's external Careers Advisors (Innervate); organising and managing Careers Advisor's days for students; arranging and managing student interviews with Careers Advisors.
- Ensure that the availability of apprenticeships is communicated well to students and parents, and that the potential value of apprenticeships as a viable alternative to traditional university routes is promoted.
- Manage and update Unifrog, the platform used for Work Experience, Careers lessons and CEIAG, throughout the year.





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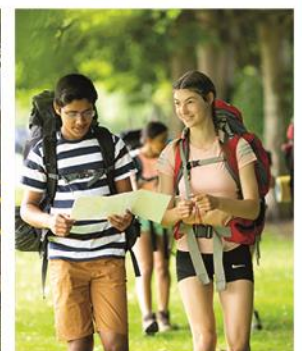
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## Organising

- Assist with the preparation of careers, enterprise and employability education resources, for use by teachers and students as part of our whole school A2B programme.
- Co-ordinate the Year 10 Work Experience programme.
- Organise and manage Careers Fairs and Networking events, especially for Year 9 and 11 students.
- Create and maintain an up-to-date the careers library and careers noticeboard.
- Train staff in order to raise their awareness and understanding of CEAG, enterprise and work-related learning.
- Plan assemblies to promote careers, events and Work Experience to students.
- Develop and provide careers resources for weekly tutor time sessions.
- Ensure that all students, especially our more vulnerable learners are individually provided with careers advice, opportunities and experiences to support their next steps.

## Administration

- Work in conjunction with colleagues to support the creation of learning pathways and Careers Education Alternative Curriculum Days.
- Help students in locating and using college/career information as needed for research, assignments and Post-16 school planning.
- Organise speakers from local colleges and 6<sup>th</sup> form to present at Year 11 assemblies.
- Gather information about the intended destinations of each Year 11 student.
- Update the school website to help parents, carers and students to understand careers, enterprise and employability education and share details of events.
- Attend Year 9 Options Evenings and Year 7 Open Evenings.
- Plan and run Year 10 College Taster Day programme.
- Use Compass Plus to record all careers events at an individual student level and to create and manage our termly careers audit report.





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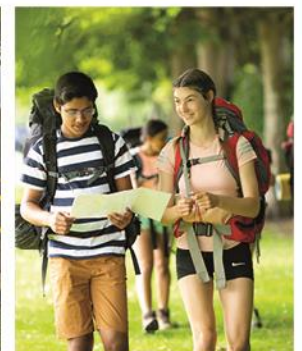
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## Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Uphold our commitment to safeguarding and to promote the wellbeing of children.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.

## Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.





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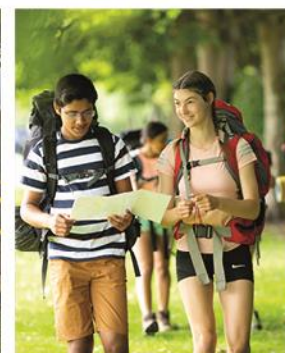
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## Person Specification

	Essential	Desirable	Evidence
<b>Qualifications and Training</b>			
GCSE English and Mathematics.	✓		A/C
Evidence of Continuous Professional Development.	✓		A/C
Relevant qualification/training, equivalent to NVQ Level 4 (e.g. Information, Advice and Guidance) or the ability to demonstrate equivalent knowledge, experience and skills.		✓	A/C
<b>Knowledge, Experience and Skills</b>			
Working knowledge of common ICT applications, especially Microsoft Word and Excel.	✓		A/I
Working knowledge of Unifrog and Compass Plus platforms.		✓	A/I
Knowledge or understanding of Work Related Learning careers.	✓		A/I
Ability to provide information, advice and guidance.		✓	A/I
Knowledge of enterprise and employability skills, work experience and the careers service.		✓	A
Experience of working with young people of secondary school age.		✓	A
A good understanding of Health & Safety and risk assessments for Work Experience Placements and visits.		✓	A
Strong interpersonal skills with the ability to work and network effectively with others.	✓		R/I
Excellent communications skills, both written and oral (students, parents, staff, outside agencies). Presenting to students and stakeholders both formally and informally.	✓		A/I
Excellent planning, organisational and administrative skills.	✓		A/I
Excellent Literacy Skills.	✓		A/I
Willingness to drive the school minibus to facilitate trips.	✓		A/I
Proactive approach, seeking out opportunities for outreach experiences for students.	✓		
<b>Personal Qualities</b>			
Evidence of the highest levels of personal and professional integrity.	✓		A/R/I
Able to form good working relationships with colleagues, and to relate appropriately to students. Empathetic and supportive, kind and understanding.	✓		A/I
The ability to act as an excellent role model for staff and students.	✓		A/R/I
Good record of attendance.	✓		A/I
A calm and resilient nature.	✓		A/R/I
Flexible approach to working hours.	✓		A/I
Able to show initiative and problem-solve.	✓		A/R/I
Excellent time management and organisational skills.	✓		A/R/I
Professional manner at all times.	✓		A/R/I
Willingness to participate in development and training opportunities.	✓		A/R/I
Ability to adhere policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities.	✓		A/R/I

**Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate**





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Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3<sup>rd</sup> party – <https://www.sp-index.com/>.

By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.

