



Careers, Aspirations and Modern Work Experience Coordinator

Job description

Blessed Edward Oldcorne Catholic College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This position is therefore subject to past employment references, social media/online checks and an Enhanced Disclosure and Barring Service check.

Blessed Edward Oldcorne Catholic College is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Scale:	Scale 3, point 5 - 6
Actual salary:	£21980 - £22329 (full time)
Hours:	37 hours per week, term time only (Monday to Thursday 8.00am - 4.00pm / Friday 8.00am - 3.30pm) Part time for the right candidate (4 days per week)
Contract type:	Full time, permanent
Reporting to:	Careers and Aspirations Coordinator and Strategic Careers Lead

Main purpose

The Careers, Aspirations and Modern Work Experience Coordinator is responsible for supporting the administration, planning and organisation within the Careers Department. They will also act as one of the points of contact for parents, visitors and other stakeholders. They will be an ambassador for the school and will embody the value, vision and ethos of the school in all interactions.

A key part of this role is to assist the Careers Team to fulfil the Gatsby Benchmarks, ensure that we are fulfilling the requirements of Modern Work Experience across the school and build relationships with students, staff, parents, alumni and employers. The role will involve planning, securing and monitoring suitable placements, experiences and volunteering opportunities for Students across the College.

This role is predominantly office based, however, other responsibilities will also include visiting students on work experience placements, attending offsite meetings, organising events with post 16 providers, escorting students to post 16 providers and higher education institutions, careers trips and taster days.

Modern Work Experience

- Ensure that students are offered appropriate opportunities to undertake work experience placements – matching each student's needs, career aspirations and interests to an appropriate placement which will include working with academic and support staff across the College to understand the needs of learners
- Act as a Coordinator and point of contact for Work Experience arrangements
- Develop a comprehensive database of employer contacts and assist with marketing efforts to attract new employer links to maintain a wide, up to date, knowledge of employee engagement across all sectors and foster a continued working relationship
- Initiate new links with local employers and alumni to identify, establish and develop a network of employers to provide appropriate placements/ experiences through developing good working relationships and sure that they conform to all College policies, legal, health and safety and other statutory requirements
- Ensure that all necessary paperwork related to Modern Work Experience, including the checking of employer liability insurance, is routinely completed
- Organise, coordinate, undertake and assist with staff visits/ phone calls to placements
- Identify and arrange for different 'employer led' experiences for different learners at the College
- Collate and analyse employer feedback forms
- Assist the Assistant Headteacher in charge of careers (Strategic careers lead) in evaluating the success of Modern Work Experience across the College

Student support

- Monitor and maintain an accurate record of students' careers journey producing reports as necessary
- Update students records relating to Modern Work Experience
- Monitor student attendance at work placements/ experiences with students' progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary
- Gather student voice on the role and provision of the Careers Team to inform future practice and provision
- Work supportively with students and help promote students wellbeing

Wider contributions to the careers team

- Coordinate and contribute to the implementation of the College's careers programme, liaising with outside agencies to secure specialist expertise as appropriate
- Maintain and build upon the College's links with Universities, University Technical Colleges, FE Colleges, Apprenticeship Providers. Sixth Form Colleges and Employers
- Become familiar with the services provided by the Careers Team in order to be able to deal with enquiries and request information from both internal and external enquiries
- Provide administrative support to Careers staff as needed for trips, visits, events and work experience
- Assist with organising careers events such as specialist talks and careers fayres. This includes the organisation of rooms and equipment, and providing refreshments as required
- Act as one of our points of contact for parents and visitors arriving at the school
- Assist with evening activities and functions and other events as reasonably directed

- Assist staff and students with the information and support they need
- Assist with marketing and promoting the Careers Department

Other duties and areas of responsibility

- Update manual and computerised record/information systems ie Compass+
- Assist with managing the careers email inbox, ensuring the school meets its expected response times and emails are forwarded to the relevant staff member as necessary
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Seek support from other colleagues where necessary to respond to complex enquiries
- Respond to messages promptly and accurately, passing on information to relevant staff members as necessary
- Read and follow the relevant school policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the school's health and safety policy
- Contribute to the safety of children and young people and protect them from harm
- Deal with telephone and face to face enquiries efficiently and in a professional and supportive manner
- Attend meetings in accordance with the College diary/ timetable
- Promote equality and diversity in all aspects of your area
- Ensure your 'digital footprint', including the use of social media, is in accordance with our Acceptable Use Policy
- Take all reasonable steps to ensure that the security of any personal data relating to College employees or students, (either future, past, present) to which you have access, in line with the requirements of the College's Data Protection Policy and the General Data Protection Regulation (GDPR)

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

Signed:

Date:

Person specification

CRITERIA	QUALITIES
Qualifications and training	• Have a driving license and transportation • Be willing to complete Trip Training, to lead and organise experiences for students outside of the College
Experience	• Carrying out administrative tasks • Dealing with face to face and telephone interactions • Working with children or young people • Working and collaborating within a team • Liaising with multi agencies • Using social media to network and foster professional relationships
Skills and knowledge	• An understanding of the Gatsby Benchmarks • An understanding of the proposed Modern Work Experience criteria • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and act accordingly • Excellent attention to detail • Working with Microsoft packages • Ability to build effective working relationships with colleagues, students, employers • Understanding of data protection and confidentiality • Understanding of safeguarding procedures
Personal qualities	• Commitment to promoting the ethos and values of the College and getting the best outcomes for all students • Commitment to acting with integrity and honesty • Ability to work under pressure and prioritise effectively • Commitment to always maintaining confidentiality • Commitment to safeguarding and equality • Embrace change • Be positive and proactive • Be passionate about providing the best opportunities for young people