



ST BERNARD'S HIGH SCHOOL

A Catholic Academy

JOB DESCRIPTION

Title of Post:	Careers Co-ordinator
Core Purpose:	To support students in identifying and pursuing their chosen career.
Responsible to:	Assistant Head Teacher (Sixth Form)
Liaison with:	Headteacher, Deputy Headteachers, Assistant Headteachers, Middle Leaders, teachers, any relevant support staff.
Working Time:	Term time, plus 1 week (some of those days will be required during examination results period) – 37 hours per week, 8.00am – 4.00pm
Salary Scale:	Point 10 - 14 (pro-rata salary £24,326 – £25,948)
Disclosure level:	Enhanced
Main Duties	
To support a programme of careers education in the curriculum that gives students knowledge and skills for planning their careers.	<ul style="list-style-type: none"> • Contribute to the Careers components of the PSHE Schemes of Work for Years 7-13. • Work with HoDs and HoYs to ensure curricular schemes of work make career links. • Organise and deliver an annual Careers Fair for students across all year groups.
To provide students with careers information on learning options, skills, occupations and progression routes.	<ul style="list-style-type: none"> • To be aware of, and implement, the national guidelines on CEG (Careers Education & Guidance) and ensure the school continues to meet the Gatsby Benchmarks. • To develop a programme of talks by guest speakers to continually raise aspirations. • To facilitate visits to Higher Education training/apprenticeship/ employment providers or indeed support them to address students here at St Bernard's. • To utilise and continue to promote the Alumni of St Bernard's.
To provide work related learning experiences within and outside of the curriculum which help students learn about work.	<ul style="list-style-type: none"> • To organise, co-ordinate and facilitate student own work experience in Year 10 and Year 12. • To organise, co-ordinate and facilitate student own work experience for targeted students in liaison with services where this is applicable (i.e. disadvantaged students, those with SEND).
To help individuals to manage their learning and progression to the next stage.	<ul style="list-style-type: none"> • To support Year 13 in UCAS applications. • To liaise with Heads of Year and School about students who would benefit from additional one-to-one careers advice and mentoring. • To carry out a survey/audit of Career aspirations for students. • To format a programme of one-to-one interviews with Year 12/13 students. • To complete a programme of one-to-one interviews with all SEND/PPG/EAL vulnerable students in Year 10.
To work in partnership with careers professionals and other providers including those involved with Outreach.	<ul style="list-style-type: none"> • To liaise with Pastoral Staff, and other agencies as appropriate. • To attend annual reviews for KS4 and KS5 students with special educational needs. • To provide reports for Governors, the Headteacher and SLT on destinations data. • Evaluate the effectiveness of the careers provision.



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JOB DESCRIPTION (Continued)

Additional Duties:	<ul style="list-style-type: none">• 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.• Keep an up-to-date record of Alumni.
Other specific duties:	<ul style="list-style-type: none">• To support the school in meeting its legal requirements for worship.• To promote the school's corporate policies.• To continue personal development as agreed.• To actively engage in the staff review and development process.• To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.

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 senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I am in agreement with this job description.

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Post Holder

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Line Manager