



Careers Co-ordinator

Role Information 2022



ROLE INFORMATION

Careers Co-ordinator

Thank you for your interest in this role which has arisen due to the retirement of our previous postholder. This is an exciting opportunity for someone seeking a new challenge and offers the opportunity to develop and manage Careers within the school providing real benefit and meaning to the school community, enabling students to follow the school's vision which is encapsulated in the phrase " *Create your future. Be who you are and become who you inspire to be*".

The successful candidate will work collaboratively with our Careers Leader (Assistant Headteacher), senior management, and our curriculum and pastoral teams to provide an inspirational careers provision for Belper School and Sixth Form Centre students in line with the Gatsby Benchmarks.

The school is a Member of the CDI and committed to the continued development of our staff supporting the successful candidate with professional development and networking opportunities.

If this opportunity to make a significant difference to our students excites you and you meet the person specification below, we would welcome your application. Please read the person specification and supporting documents for the post carefully. Details on how to apply can be found below.

Belper School and Sixth Form Centre is committed to safeguarding and protecting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake pre-employment checks including a criminal record check via the DBS before they can be appointed. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

APPLICATION METHOD

Role Type: Permanent

Start Date: As soon as possible following successful pre-employment checks

Application closing date: 11.59 Sunday 26 June 2022

Please read the person specification for the post and if you think that you meet the requirements and the post offers the challenge and opportunity you are seeking, we would be delighted to hear from you.

Applications can be made using the Support Staff Application Form. Applications forms are available on our website www.belperschool.co.uk. Please use the section of the form entitled " Summary of Experience, Skills, Knowledge and Competencies" to write your letter of application.

You should detail your experience and reasons for applying by using the following headings in your letter of application.

- Reasons for applying for this role.
- Relevant points to support application.

If you have not heard from us by 04 July 2022 please assume you have been unsuccessful on this occasion.

PERSON SPECIFICATION AND JOB DESCRIPTION

CAREERS CO-ORDINATOR

Post title:	Careers Co-ordinator
Grade:	Grade 9 - Actual salary £22,973 - £24,647 (based on Pay Point 16 £26,204 to Pay Point 19 £28,113 pro rata) with a commitment to review once the post is established
Job Family:	Student Support Services
Responsible to:	Careers Leader (Assistant Headteacher)
Hours of work:	37 hours per week worked flexibly around the core school day 8.30am to 3pm
Weeks of contract:	40 weeks (being 38 weeks of term time, plus 1 week INSET days, plus 1 week worked flexibly including attendance on results days in the summer holidays)
Flexible working:	<p><u>Term time / INSET days</u> Core hours for the 39 weeks of term time/INSET days are set out above. Flexible working in line with school requirements.</p> <p><u>School holidays</u> In addition to the hours worked flexibly during term time, one week is to be worked flexibly in school holidays or term time over the course of a year, which runs from 1 September.</p> <p>Flexible working arrangements should be agreed with the line manager and should enable service needs to be met, including attendance on results days in the summer holidays, and at some term time meetings and evening student, parent and governor events.</p>

Role Description

Purpose of the Post

- To provide Careers Education, Information Advice and Guidance (CEIAG) and Work-Related Learning (WRL) to students
- To manage the CEIAG and WRL provision in school
- To control and manage budgets and resources to deliver WRL and CEIAG activities, events and duties taking account of long term needs as well as the short and medium term requirements
- To network and manage external relationships to enable positive and productive working practices in school and the provision of independent advice to students
- To support and advise the line manager on strategic planning for the long term development and improvement of CEIAG and WRL
- To provide specialist support to staff, students and the Senior Leadership Team (SLT) in respect of CEIAG and WRL

Key Tasks and Responsibilities

Strategic Management Tasks

1. Lead and manage the school's programmes for Careers Education Information Advice and Guidance (CEIAG) and Work-Related Learning (WRL)
2. Advise and report on the latest policy, priorities and resources for CEIAG and WRL to the Senior Leadership Team (SLT) and Governors
3. Be responsible for the planning, writing and implementation of the CEIAG and WRL Area Improvement Plan
4. Prepare, negotiate and implement development strategies and programmes for the delivery of CEIAG and WRL, including enterprise education
5. Lead, manage and organise the CEIAG and WRL aspects of events, such as Post-16 Options Information Evening, external college and provider visits and attend parents' evenings in school as required
6. Monitor, evaluate and review school provision and outcomes against nationally recognised standards (Gatsby Benchmarks) and/or a CEIAG Quality Award, and lead school in implementing actions to meet these standards
7. Lead on the tendering process of external provision and support for CEIAG and WRL advising SLT and Governors on which service should be bought in to support internal provision and programmes
8. Communicate effectively to Governors, staff, parents and learners about CEIAG and WRL support, events and services
9. Represent the school on CEIAG and WRL at meetings, events, conferences and network sessions including with the local Careers Hub
10. Train staff and Governors as required and provide CPD to enable the effective strategic and operational implementation of CEIAG and WRL within school
11. Be responsible for the CEIAG and WRL budget, managing this so that its use achieves the aims set out in the School Improvement Plan and Area Improvement Plan
12. To identify sources of funding for CEIAG and procure goods and services, and to negotiate, manage and monitor contracts, for the budgets managed, following financial regulations and obtaining best value for money
13. To work with the Local Authority who have oversight of the support for some vulnerable young people

14. To attend school examination results days to obtain up-to-date destination data from students and to provide a CEIAG service for students who need it

Day to Day Management Tasks

1. Provide a drop-in CEIAG service, from Key Stages 3 to 5
2. Identify IAG learner needs
3. Conduct client-focussed, impartial, personal career guidance interviews with students, which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broadens their horizons
4. Inform parents and students about CEIAG support, events and services
5. Co-ordinate the work of, and manage the relationship with, external careers guidance providers and ensure effective use of the resource
6. Work with the SENDCO and other staff to provide assessment and differentiated support for students with additional needs
7. Track and record intended destinations for Year 11/12/13 college/6th form /apprenticeship applications for potential NEET and liaise with the Local Authority on this
8. Manage and maintain the careers information resources on intranet and in the Careers Library
9. Provide first-call support for staff, students and parents in relation to CEIAG and WRL, liaising with teaching and support staff to identify students needing career guidance and referring students to external careers advice as appropriate
10. Build and manage relationships with local FE and HE establishments, apprenticeship providers, universities and employers and careers organisations and advisors
11. Generate and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plans
12. Administer the Work Related Learning (WRL) and the student work experience programmes

Subject Leadership Tasks

1. Manage own continuous professional development to ensure knowledge, understanding, skills and qualifications are current and enable effective leadership and management of CEIAG and WRL
2. Support and advise Heads of Year to plan schemes of work for CEIAG and WRL for Years 7-11
3. Plan schemes of work for careers education, working in conjunction with Heads of Year, Head of Sixth Form and subject Curriculum Leaders
4. Brief and support teachers, providing initial information and advice, with their delivery of careers education
5. Deliver specialist PSHE lessons on CEIAG and WRL
6. Provide workshops and additional support to students in Key Stage 5 who are not applying to university
7. Lead and manage the organisation of visits and events related to CEIAG and WRL through working party to include relevant Head of Year
8. Lead and implement a programme of mock interviews for students to support application processes through working party to include relevant Head of Year

9. Direct subject teachers/leaders to careers education materials and local ambassadors
10. Facilitate student participation in local opportunities as they are offered from STEM, universities etc
11. Use expert knowledge of careers and labour market information and intelligence to enable students to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology such as social media and web-based information sources

Other Tasks

1. To carry out any other duties which may be requested by the Head Teacher/SLT commensurate with grading and responsibility of the post

Line management or supervisory responsibilities (if applicable)

- Supervision of careers personnel provided by contractors working under a service contract

Supervision received (if applicable)

- Works within defined regulations and procedures but required to use own judgement and initiative
- Works closely with line manager on strategic developments

corporate Responsibilities

- To be aware of and comply with school policies and procedures
- To work towards the school vision and in support of the school's ethos and aspirations
- To comply with the school Code of Conduct
- To comply with health and safety policies and procedures
- To maintain confidentiality and observe data protection and associated guidelines
- To receive safeguarding training and comply with school policies and procedures
- To carry out the duties and responsibilities of the post in compliance with the Equalities Act and the school's equal opportunities policies
- To act with honesty and integrity and in accordance with the school's financial regulations
- To act appropriately and professionally, and to treat others with courtesy, respect and consideration

Person Specification

Knowledge and Skills

(evidence from application form, references, interview, task)

Essential

- Good knowledge of school policies and procedures relating to the care and education of students
- Proven skills in interviewing, guiding and supporting students
- Secure and detailed specialist knowledge of CEIAG and WRL for the age group 11-18 (including Gatsby Benchmarks)
- Ability to understand new developments and to evaluate risks, costs and potential benefits
- Secure and detailed knowledge of the statutory and regulatory environment for careers
- Ability to make advanced use of management information systems
- Ability to efficiently and professionally use word processing, spreadsheet and other IT packages
- Good planning and organisational skills
- Ability to maintain records efficiently and effectively
- Initiative and judgement to use knowledge of rules and procedures to resolve problems
- Initiative and judgement to know when to request further advice and/or approval
- Knowledge of safeguarding, health and safety, financial and data protection rules and procedures relevant to role
- Knowledge of reporting and recording systems

Desirable

- Experience of using school management information systems

Personal Qualities

(evidence from application form, references, interview, task)

Essential

- Able to communicate tactfully, diplomatically, professionally and effectively in a range of ways with a range of stakeholders including students, staff, professionals from other organisations and members of the community
- Able to work co-operatively as part of a team
- Able to provide leadership in the area of CEIAG and to take responsibility for developing, running and reporting on the school careers programme
- Able to form and maintain good working relationships
- Able to network effectively to establish and develop links with employers, education and training providers and careers organisations
- Committed to undertaking training and keeping up-to-date, and to sharing knowledge and expertise with other staff
- Able to work independently and use knowledge and experience to take decisions
- Able to work accurately and calmly under pressure
- Flexible and adaptive to changing circumstances
- Able to manage risk and to assess when to take advice
- Takes care and pride in all work, and has good attention to detail

- Systematic, well-organised and able to manage time effectively and meet deadlines

Qualifications (evidence from application form, references, interview, task)

Essential

- Grade 4(C) or above in GCSE English or equivalent
- Grade 4(C) or above in GCSE Maths or equivalent
- Level 6/7 Careers Guidance as recognised by the CDI (Careers Development Institute)

[Alternatively, candidates should have a willingness to work towards any of these essential qualifications with support from the school]

Desirable

- Relevant IT qualification
- Level 4 qualification in Careers Guidance (QCG)
- A degree level qualification

Corporate Competencies (evidence from application form, references, interview, task)

Essential

- General knowledge and understanding of the requirements of a school environment
- Ability to relate to students aged 11 to 18
- Punctuality and reliability
- Understanding of the importance of safeguarding and the welfare of children, and a commitment to remaining up to date with requirements of the role in this area
- Understanding of the importance of financial rules and procedures and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the importance of health and safety rules and procedures and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the importance of Equalities Act requirements and a commitment to remaining up to date with the requirements of the role in this area
- Understanding of the need for confidentiality and knowledge of data protection principles