



Midsomer Norton  
Schools Partnership

## Job Description – Careers Coordinator



**Buckler's Mead**  
ACADEMY

**Grade: Grade 3**

**Responsible to: Deputy Head**

### 1. JOB PURPOSE

- To provide careers information, advice and guidance for students within the academy.
- To administer and coordinate all aspects of work related experience, including Year 10 work experience week, Higher Education (HE) Month visits and events, Work Related Talent Academies.
- To work with our community to organise and co-ordinate Careers events, such as practice interviews and Careers Fairs.

### 2. MAIN DUTIES AND RESPONSIBILITIES

To administer and co-ordinate all aspects of work related experience:

#### Careers

- To organise and manage a drop in service for students wanting careers advice.
- Develop access to and information on careers, employment prospects and trends and employment requirements and opportunities. Obtain and circulate current college prospectus.
- Assist with the preparation of career education and instructional materials, for use by teachers and students; assist students in locating and using college/career information as needed for research, assignments and post 16 school planning.
- Arrange and attend the academy Careers Fair.
- Arrange Year 10 Mock Interviews.
- Identify and invite speakers from industry/colleges/universities to deliver careers talks.
- Produce guidance material, e.g. newsletters, careers blogs, Facebook page, for students/parents/staff.
- Link with the marketing team to promote careers.

#### Year 10 Work Experience Week

- Maintain a database of work experience placements through establishing and maintaining excellent working relationships with local employers
- Through a process of 1:1 interviews and supporting lessons, match students to suitable work experience placements
- Ensure vulnerable students are appropriately placed through liaising with in school support agencies (SENCO and pastoral team)
- Ensure every student is visited or employer is contacted by a member of staff during work experience placement
- Evaluate effectiveness and suitability of placements

#### HE Month (November)

In conjunction with The South Somerset 14-19 Partnership:

- Publicise programme of visits and workshops, encourage student participation, seek parental permission, make transport arrangements, ensure students are safe and well supervised.
- Administer programme of visits/talks from HE institutions, book venues, inform staff of changes to curriculum
- Evaluate effectiveness of visits, workshops and talks.

## Work Related Talent Academies

In conjunction with The South Somerset 14-19 Partnership:

- Publicise programme of academies, encourage student participation, seek parental permission, make transport arrangements, ensure students are safe and well supervised.
- Evaluate effectiveness of the Talent Academies programme

### Admin

- Keep up to date and monitor database of post 16 applications.
- Administer the sending of references to post 16 providers
- Provide information for and support transition panel work for NEET (Not in Employment, Education or Training) students
- Administer "MyFutures" taster visit of Year 8 students to Yeovil College
- Administer taster day visits for Year 10 and Year 11 students to local FE providers
- Ensure students are aware of training opportunities by updating information on noticeboards and via electronic "student briefing"

## **3. QUALIFICATIONS AND EXPERIENCE**

It is expected that the successful candidate would possess the following attributes:

<b>Essential</b>
Good level of education to include GCSE English and Mathematics
Outstanding communication skills – both written and oral and interpersonal skills with both adults and children.
Good ICT skills – can also use ICT effectively to support learning.
Ability to work independently and use own initiative.
Strong organisational skills
<b>Desirable</b>
Educated to include A levels and/or a degree
Experience of administration
Experience of working in a school and/or with young people
Willingness to train for a level 6 Diploma in careers, guidance & development

## **4. Physical Effort**

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

## **5. Working Environment**

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

## **6. General**

1. The postholder will be expected to undertake any appropriate training provided by the Trust and/or School to assist them in carrying out any of the above duties.
2. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to

4. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

5. This trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement

**Post Holder:**

Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Line Manager:**

Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_