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| **JOB TITLE:** Careers Coordinator | | | | |
| **GRADE:** 4 | | | | |
| **REPORTS TO:** Head of Vocational Studies | | | | |
| **1.** | **PURPOSE OF JOB:**  To undertake all aspects and duties of a careers coordinator for the school. | | | |
| **2.** | **MAIN RESPONSIBILITIES, TASKS & DUTIES** | | | |
| i | Oversee the promotion, planning, organisation, implementation and the administration of block or extended work placements and careers related events throughout the school. | | | |
| ii | To support the Head of Vocational and Careers Education in the development of the careers education provision in accordance with the Gatsby Benchmarks and the school’s long-term plan, including attending relevant meetings in order to keep in touch with careers developments at both a national and local level. | | | |
| iii | Oversee the organisation and administration of career guidance interviews and to act as a point of contact with the careers advisor and the commissioned organisation. | | | |
| iv | Deal with any immediate problems or emergencies according to the schools’ policies and procedures. | | | |
| v | Exam invigilation when required. | | | |
| **3.** | **MANAGEMENT OF PEOPLE**  **SUPERVISION OF PEOPLE**  No supervisory responsibilities | | | |
| **4.** | **CREATIVITY AND INNOVATION**  The postholder will need to use creatively and innovation regularly within general guidelines. | | | |
| **5.** | **CONTACTS AND RELATIONSHIPS**  Direct daily contact with learners.  Direct daily contact with staff employed at the school in respect of learner placements.  Regular contact with external employers in respect of work/careers related placements.  Termly contact with external bodies. | | | |
| **6.** | **DECISIONS** | | | |
| a) | **Discretion**  The postholder works within clearly defined policies and procedures, but may make decisions selected from a broad range of suitable alternatives within those polices. | | | |
| b) | **Consequences**  Impact would be on learner or group of learners; for example, an unsuitable placement may impact on learners work related learning. Learners may attend an unsafe placements and not be properly prepared for Health and Safety issues in the workplace. | | | |
| **7.** | **RESOURCES**  The postholder is responsible for data and record systems in relation to work/careers related learning. | | | |
| **8.** | **WORK ENVIRONMENT** | | | |
| a) | **Work Demands**  This role will be subject to conflicting priorities, however, this is part of the job and would not impact on the overall completion of the task. | | | |
| b) | **Physical Demands**  There may be prolonged periods of time working at a computer. Postholder may be required to drive the school minibus for learners to get to interviews and to make visits to employers as well as drive general driving duties for the school. | | | |
| c) | **Working Conditions**  Work normally performed in a heated, lit and ventilated environment; may be exposed to moderate noise. | | | |
| d) | **Work Context**  Potential risk to wellbeing through management of learner behaviour. The postholder may have limited exposure to abuse\aggression from learners, parents and carers. | | | |
| **9.** | **KNOWLEDGE AND SKILLS**  GCSE or equivalent in 3 -5 subjects to include Maths and English.  Relevant NVQ Level 3 desirable.  3 years’ experience gained in a similar role desirable.  Organisational, interpersonal, team working and customer care skills.  The ability to work/liaise with outside agencies in the support of learners. | | | |
| **10.** | **GENERAL** | | | |
| **Job Evaluation -** This job description has been compiled to allow the job to be evaluated using the GLPC Job Evaluation scheme as adopted by the school. | | | | |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder. | | | | |
| **Equal Opportunities -** The postholder is required to carry out the duties in accordance with the school’s Equal Opportunities policies. | | | | |
| **Health and Safety -** The postholder is required to carry out the duties in accordance with the school’s Health and Safety policies and procedures. | | | | |
| **All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.** | | | | |
|  | | Name: | Signature: | Date: |
| Job Description written by:  [Manager] | |  |  |  |
| Job Description agreed by:  [Postholder] | |  |  |  |