

## **Nunnery Wood High School**

### **Job Description 2022/2023**

**Name:**

**Post:** Careers Coordinator

**Salary/scale:** SO1/SO2 depending on experience

**Relationships:** Responsible to the Deputy Head (curriculum)  
& the Head Teacher

**Purpose of the post:** To plan and implement a strategy for developing a careers and work experience programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for their choices and transitions in education, training and employment.

#### **Responsibilities, Duties and Tasks:**

##### **Leadership**

- Prepare and implement a CEIAG and Work Experience development plan.
- Lead the Work Experience programme process ensuring that the over whelming majority of students secure and complete an appropriate work placement by the end of year 10.
- Advise senior leadership on policy, strategy and resources for CEIAG and Work Experience.
- To provide an expertise to both students, parents/carers and colleagues about Careers pathways, Apprenticeships, Further and Higher Education applications.
- To create and maintain a school CEIAG strategy in which aims and objectives of the school's careers programme are included. Details included in staff planners, to ensure that relevant staff have copies and understand the whole school approach to meeting the Gatsby benchmarks and governments careers strategy.
- Review and evaluate CEIAG annually, using results to inform staff training requirements, in agreement with SLT, so staff can plan & implement careers learning in the curriculum to support the school's careers strategy.
- To utilise Compass+ and START to track the CEIAG provided against student data and its associated impact.
- To collect and collate student destination information as required by Department of Education and use this information to intervene and evaluate the effectiveness of the school's careers programme ensuring that the schools NEET target continues to be below the National average figures.
- To contribute to the overall marketing of the school through events such as the Key Stage 4 Options Evening, parent's evenings, GCSE results day, school website, twitter feed and Nunnery News publications.

- To identify, supervise and develop appropriate resources for CEIAG & Work Experience programmes and ensure they are used efficiently, effectively and safely.
- Lead and manage NWHS Careers Enterprise Company link meetings.
- To work with external partners such as CEC to meet the 8 Gatsby bench marks in accordance with governments careers strategy.

### **Management**

- To design, in consultation with colleagues, programmes of study and teaching approaches, which will enable the CEIAG and Work Experience aims and objectives to be achieved and external examination requirements to be satisfied.
- To ensure that all those with involvement in the teaching or support of CEIAG & Work Experience receive the leadership, support, challenge, information and development necessary to sustain staff motivation and secure continuous improvement.
- Planning and preparing resources and lessons to support careers education events in SMSC days, form tutors and during subject CEIAG weeks.
- Arrange and carry out 1-to-1 CEIAG meetings with students, record interventions, provide a personal action plan to student, identify where additional support may be required and organise where necessary.
- To represent any views and ideas for CEIAG and Work Experience to my line manager, keeping them fully informed of developments and current educational thinking in the relevant subject area. Attend regular meetings with my line manager on at least a fortnightly basis.
- Manage allocated budget expenditure for CEIAG & Work Experience. Maintain accurate up to date records.

### **Coordination**

- Manage the provision of careers information including library resources, displays, e-information and notifications to students and parents/carers.
- Manage case study completion for CEC and submission of careers related information for Nunnery News.
- Liaise with careers team, PSHE leader, and other subject leaders to plan careers education.
- Liaise with the work experience administrator to monitor work experience activities and admin tasks.
- Liaise with Heads of Year, pastoral teams, SENCO to identify students needing guidance with post 16 decisions.
- To encourage the constructive and informed involvement of parents/carers in the CEIAG of their children and be readily accessible to parents/carers for consultation and advice.
- Liaise with post 16 providers and employers to ensure a smooth transition for students to post 16 provision.

## **Networking**

- Establishing and developing links with employers.
- Establishing and developing links with FE colleges, apprenticeship providers, 6<sup>th</sup> form, university and training providers.
- Negotiating a service level agreement with LA service provider supporting vulnerable (RONI).
- Commissioning careers guidance services.
- Manage links with Careers Enterprise Company/ WLEP and other external organisations.
- To attend and represent the school at careers related local meetings.
- Develop links with Alumni to enhance delivery of careers related activities.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

## **Signed:**

Headteacher

Post Holder

**Date**