

JOB DESCRIPTION

CAREERS COORDINATOR

Salary: West Sussex Scale 4 (Points 5 - 6)
Hours: 15 hours per week, term time only
Responsible to: Assistant Headteacher - Careers Leader

MAIN PURPOSE

- To support the Careers Leader in the effective preparation, implementation and running of the Career Education, Information, Advice and Guidance (CEIAG) programme, with relevant admin tasks
- To support the Leader of PSHE in the preparation and smoothing running of the PSHE programme (for CEIAG) for Year 7-11, with relevant administration tasks
- To support Careers Events such as networking live, mock interviews, careers fair

Main Duties include:

- To support the Careers Leader with the effective implementation of statutory guidance from the DfE across the whole school e.g. working towards achieving the Gatsby Benchmarks
- To provide relevant Careers information and opportunities to all students, as directed by the Careers Leader e.g. creating Y11 Post 16 Options programme
- Plan and implement key Careers events e.g. Careers Fair for students and parents/carers, Mock Interviews for Y10 students, Y9 “Networking Live” (employer encounter), Y8 Skills Day and potential ideas for Y7
- To schedule and carry out timely careers’ interviews for students, informing key members of staff and our attendance officer - where experience/qualification be in place
- Liaise with WSCC regarding “targeted” careers interviews for key students e.g. SEND, EHCP, Disadvantaged students
- To regularly manage and update the NEET database, as directed by the Careers Leader, and use this to help target key students at risk of becoming NEET
- To update the Y11 college application database, to help ensure all students have applied to at least two colleges/institutions/apprenticeship/training places
- To use the above data to compile the WSCC September Guarantee
- To process, as required, college applications and references as directed and post on to the colleges
- To liaise, and assist, with Post 16 providers regarding the organisation of college interviews
- To maintain and update the content on our school website regarding CEIAG information for students and parents/carers
- To work with our Enterprise Adviser in ensuring we optimise our CEIAG provision
- To manage any student who may be offered work experience, as part of their personalised curriculum

To carry out other duties as may be requested from time to time.