

Job Title: Academy Careers Coordinator	Pay Scale: PPS 12
Normal Place of Work: The Priory Lincoln Academy	Line Manager: Careers Lead
<p>Role Summary:</p> <p>To aid the Careers Lead in the management and development of the Academy careers provision in order to support students in developing their employability skills, raising their aspirations, and preparing for the choices and transition into further and higher education, training and employment.</p>	

DUTIES AND RESPONSIBILITIES

- Develop and implement the Academy Careers Strategy, in collaboration with the Academy Careers Lead, and Trust Head of Apprenticeships and Careers.
- Work with the Careers Lead and Trust Head of Apprenticeships and Careers to ensure the Careers Strategy meets the needs of learners, and works towards national standards such as the Gatsby Benchmarks, the CDI Framework, and the Quality in Careers Standard (using the Career Mark approach).
- Manage the tracking and monitoring process of careers activities in Compass+, to ensure all students access a balanced, impactful careers programme.
- Support the Careers Lead in ensuring the Academy's compliance to provider access legislation by implementing the Trust Provider Access Policy.
- Effectively implement the Academy's electronic careers platform.
- Attend training events, including Trust careers meetings, and ensure key findings are passed to relevant staff and relevant policies are updated.
- Oversee and arrange Academy careers events, working with a range of stakeholders including employers, colleges, training providers, Priory Apprenticeships and universities.
- Follow up with students post results day until all students have confirmed destinations.
- Work with the Academy Careers Advisor, SLT, HOY and safeguarding to regularly monitor destinations information, and identification of students at risk of NEET. Collate destination information for the local authority on students who leave the academy and maintain contact with former students to track sustained destinations.
- Prepare and submit reports to SLT, HoYs, HoDs and the Head of Apprenticeships and Careers, providing relevant information and data when requested.
- Support all students in their careers and pathway decisions, including ensuring personal statements/applications are completed, organising interview preparation, supporting with CV writing, and development of student employability skills.
- Organise and administer work experience placements and T Level placements ensuring compliance to health and safety and safeguarding guidelines, according to Trust policy and procedures.
- Organise and administer workplace visits, working with the Trust Head of Apprenticeships and Careers, Employer Engagement and Partnerships Lead, Academy Careers Lead.
- Coordinate the careers guidance appointments with the Trust Careers Advisors, including prioritising student appointments according to need.

- Manage Careers display boards around the site and in departments. Maintain the careers section of the Academy website as directed by the Head of Apprenticeships and Careers.
- Attend parents' evenings, options evenings and careers information evenings where necessary to give careers advice.
- Undertake the Level 6 Career Development professional apprenticeship, if not already qualified.
- To provide additional support with students most at risk of NEET, liaising with SLT/HOY/SENDCo/DSL.
- Work with the Careers Leader and HOD to review, develop and implement careers education across the academy.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	
• Employers	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Academy Careers Coordinator

		Essential	Desirable	How assessed
	QUALIFICATIONS			
1.	English and Maths Grade A-C or equivalent.	X		AF / Cert
2.	Willingness to undertake Level 6 Career Development Professional Apprenticeship	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UPTO DATE/ CURRENT)			
3.	Experience of working with students.	X		AF/IV
4.	Experience of working in a careers/student support role.	X		AF/IV
5.	A knowledge and understanding of the pastoral needs of students.	X		AF/IV
6.	Understanding of the Secondary and Post-16 educational landscape, especially technical and vocational pathways.	X		AF/IV
7.	Experience of supporting groups of students as well as students on a one to one basis.		X	AF/IV
8.	Experience working with students with SEMH and/or SEND.		X	AF/IV
9.	SKILLS AND ABILITIES			
	A passion for careers education and making differences to life chances of young people.	X		AF/IV
10	Ability to motivate students, with commitment to equality of opportunity, the safeguarding and welfare of learners.	X		AF/IV
11.	Must accept and actively support the Federations agreed values.	X		AF/IV
12.	Excellent communication and interpersonal skills.	X		AF/IV
13.	The ability to adapt to meet the needs of the pupils.	X		AF/IV
14.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy. Flexible working to include evenings and occasional weekend work.	X		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

R = Skills assessed via References

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....