

**Trinity Academy Newcastle Trust**

**Job Description**

**Post Title:** Careers &Employer Engagement Officer

**Grade:** N7

**Points:** 476

**Responsible to:** Head of School (Post 16) **Responsible for:** n/a

**Job Purpose:**

To be accountable for educational progress of post 16 learners and external pre 16 learners careers, information advice and guidance (CIAG) by effective teaching and learning and contribute to the monitoring and development of CIAG and the work placement programme.

**Main Duties:** The list is typical of the level of duties that the post holder will be expected to perform.

It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

**Duties and Responsibilities**

1. To generate links with local employers that result in placement opportunities for learners.

2. To be a point of contact, advice, information and support for employers, enabling and supporting them to be able to offer placement opportunities.

3. To contribute to the assessment of individual learners and match them to appropriate placements.

4. To support learners in preparing for an employer placement. This will include ensuring that they have the appropriate skills and attitude to gain maximum benefit from the placement and ensuring that they have the clothing and equipment necessary for each placement.

5. To organise and attend placement visits to monitor the progress of learners, agree and set SMART targets and deal effectively with any issues/concerns that arise.

6. To conduct assessments of learners’ skills in the workplace.

7. To liaise with employers to ensure that the work practice undertaken by each learner contributes to their overall programme needs.

8. To conduct initial interviews and inductions with learners. To support pupils, parents, students and key staff in the application process for post 16 education, including monitoring and assessing the application process.

9. To contribute to the development of employability skills, both to individuals and groups of learners. This will include providing support with CV writing, job applications and interview techniques.

10. To set up, deliver and co-ordinate learning programmes. This will involve setting up learning opportunities internally or externally, contributing to initial assessment and induction, programme planning and review, programme delivery, regular communication and planning with other stakeholders and aftercare.

11. To develop access routes and opportunities for all learners, providing advice, guidance and support to assist with the transition into further education and beyond.

12. To develop appropriate enrichment and learning activities for Year 11 pupils related to post 16 transition, including taster days, interview preparation, short courses, and establishing a portfolio of work experience placements.

13. To provide information, advice and guidance sessions for learners, both to support them in selecting an appropriate placement and in their progression to further learning or employment. Arrange payment of certain expenses, eg bus fares, where appropriate.

14. To attend Careers events to promote the programmes of learning delivered by the organisation

15. To carry out Health & Safety assessments of employer placement settings, and to be aware of the issues surrounding Health & Safety/Safeguarding within the work placement environment.

16. To assist with employer placement correspondence and telephone enquiries.

17. To help monitor the progress of employer placements throughout the organisation in liaison with colleagues.

18. To lead selected reviews for allocated pupils and provide pastoral support for Learners in order to identify barriers to learning and/or progression, and to develop strategies for overcoming these.

19. To communicate effectively with the Line manager and appropriate team members.

20. To cover for colleagues at appropriate meetings when necessary

21. To attend training courses appropriate to the post in order to enhance personal and professional development, as well as to increase the quality of the service delivered by the organisation

22. To maintain regular contact with the school / organisation when off-site, providing clear information regarding current location and expected return times.

23. To ensure that all key information regarding learners is recorded on appropriate databases. To prepare and maintain appropriate records, statistics and files to meet all contract/funding requirements. To be aware and adhere to all funding guidelines that may impact on any activities or work undertaken.

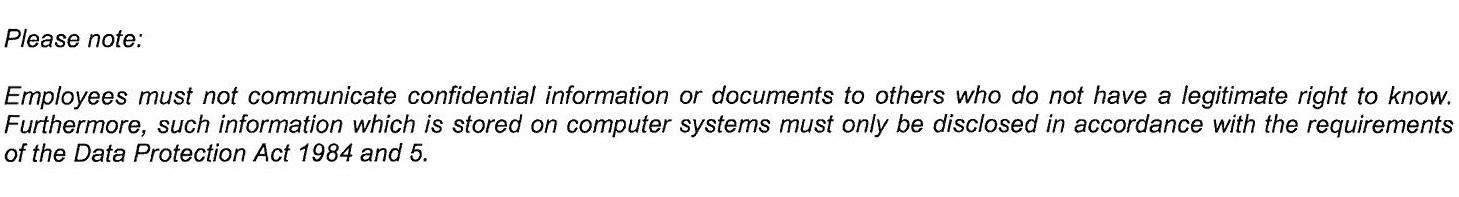
24. To co-ordinate and oversee administrative staff allocated to support employer engagement.

25. W here required, use a motor vehicle to visit employers and, if necessary transport students.

26. To promote and implement the School’s Equality Policy in all aspects of employment and service delivery

27. To be aware and adhere to requirements of the Corporate / School’s Health and Safety

Statement

 28. Any other duties as required by the Line Manager, commensurate with the grade of the post.

***Employees should not make statements directly to the press or other media without first obtaining the approval of the CEO.***

As an employee of Trinity Academy Newcastle Multi Academy Trust, you may be required to work at any organisation within the Trust.

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