



Job Description: Careers Progression & Work Experience Co-ordinator

Work Directed by: Careers Leader

Time Allocation: 30 hours per week, Term time only
+ 2 days of Summer holidays working

Purpose of the Role

To support and contribute to the delivery of the whole school Careers programme and achievement of the Gatsby Benchmarks. The postholder will pro-actively co-ordinate work experience opportunities for students across all key stages, support and organise careers progression activities at key transition stages.

The role requires a proactive and organised individual who is able to communicate effectively with all stakeholders of the school.

Gatsby Benchmarks

- To support and contribute to the delivery of the Gatsby Benchmarks

Careers Progression

- To support the Careers Guidance interviews conducted by the Careers Advisor for Year 9 – 13 students
- Co-ordinate and organise the Year 12 Careers Enrichment programme
- Co-ordinate Year 12 mock workplace interviews
- Co-ordinate mock university, apprenticeship and job interviews of Key Stage 5 students
- Collate intended and actual destination data for Key Stage 4 and 5 students, liaising with the pastoral teams of each area and the Data Manager
- Support and co-ordinate personal statement writing, subject references and the collection of predicted grades using the Unifrog system
- Support the UCAS application process, including sending UCAS applications as required

Work Experience

- To co-ordinate Key Stage 5 work experience
- To co-ordinate Key Stage 3 and 4 work experience opportunities, including contributing to new careers events
- To organise and attend careers trips and visits across all key stages to work based placements and Higher and Further Education institutions.

Wider Careers Activities

- To organise Provider Access Legislation assemblies as part of the school assembly programme during Careers Week, National Apprenticeship weeks and post 16 week.
- To organise activities and resources for National Apprenticeship Week and National Careers Week
- To arrange careers talks for all key stages including external speakers and Davenant Alumni
- To contribute to the delivery of careers presentations to students and stakeholders as required, e.g assemblies, Post-16 and Post – 18 parental information evenings, open evenings.
- Write and circulate the Careers Bulletin
- Update and contribute to the Davenant Careers Google Site and Google Classroom with relevant and timely careers progression information



The post holder will need to work closely with the Careers Leader, Careers Advisor and other key members of staff across the school to effectively deliver the task outlined in this Job Description.

Carry out any other reasonable tasks as may be required by the school.

The duties may be varied by the Headteacher and/or Governing Body in a manner compatible with the post held in order to meet changed circumstances