

**Cathedral Schools Trust  
Work Experience Coordinator  
Job description**

<b>Job title</b>	<b>CST Work Experience Coordinator</b>
<b>Location</b>	<p><b>Base school:</b> Central offices at St Katherine's Pill or Trinity Academy Lockleaze.</p> <p>Requirement to travel between schools in the Academy Trust: Bristol Cathedral Choir School/St Katherine's School/Trinity Academy.</p>
<b>Salary</b>	<p>SCP24 - SCP28 on the CST Pay Scale £29,777 - £33,144 (1.0FTE)</p> <p>Pro-rata 37.5 hours, term time plus 1 week: 0.8769FTE £26,112 - £29,064</p>
<b>Role Summary</b>	<p>The Cathedral Schools Trust Work Experience Coordinator will manage and implement Work Experience (WEX) programmes for both Year 10 and Year 12 students across Cathedral Trust secondary schools: Bristol Cathedral Choir School; St Katherine's School; Trinity Academy.</p> <p>The role will support students to develop employability skills through successful completion of WEX placements relevant to future career plans.</p>
<b>Working pattern</b>	<p>Full-time 37.5 hours per week, term-time plus 1 week (based on Trinity Academy / St Katherine's term dates).</p> <p>We welcome applications from candidates who might wish to work flexibly as we recognise that this might be a job share opportunity. Please state your preferred days and hours per week within your statement on your application.</p>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Ensure the effective management of Trust work experience (WEX) programmes.</li> <li>• Identify and facilitate WEX placements for a specified caseload of students including vulnerable students/students with learning difficulties/disabilities.</li> <li>• Complete necessary WEX placement Health &amp; Safety checks (calls or undertaking site visits as appropriate) to ensure regulations are met with regards to employers/their workplace.</li> </ul>

- Provide comprehensive information to parents regarding work experience including creating documentation on a regular basis and, when appropriate, having one-to-one contact with parents.
- Deliver/support preparation for WEX sessions, ensuring all students understand the benefits of undertaking a work placement and of engaging with employers as well as explaining the process/support available to them.
- Provide and collate all the necessary documentation to employers, parents and students with regards to placement details, health and safety, and where appropriate student medical details/confidential details.
- Ensure that vulnerable students are placed in the most suitable environment and the placements are regularly monitored.
- Advise teaching and non-teaching staff to ensure awareness of the work experience programmes and necessary involvement.
- Where necessary arrange staff visits whilst students are out of school participating in work experience.
- To be available as the first point of contact for employers, students and parents during work experience programmes (out of normal working hours if necessary) to support and advise with practical issues.
- Monitor feedback and deal immediately with issues arising from WEX programmes.
- Manage and maintain a Trust database of WEX placements/employers.
- Create and support the coordination/delivery of alternative WEX activities for students who are unable to undertake WEX placements.
- To assess, through the delivery of work experience debrief sessions, the success of WEX programmes.
- Other duties may be determined from time to time within the general scope of the post to effectively support staff and students as part of WEX programmes (any duties should not substantially change the general character of the post).
- NB the post holder may be required to work longer hours during peak periods to meet demands in the lead up to Work Experience weeks.

**Management/Coordination:**

- No line management of others.
- Liaising with school Careers Leaders to give regular updates on WEX programmes.

- Liaising with tutors, SENCo, Heads of Year/House to identify and prioritise students who need support in securing WEX placements.
- Identify effective ways to promote the WEX programme including opportunities to staff/students/parents/employers.
- Maintaining regular contact with stakeholders (students/parents/teachers/tutors/ employers etc) involved in WEX placements.
- Ensuring school management information systems and student WEX records are kept up to date and accurate including records of Health & Safety.
- Contributing to Quality Improvement by collecting data on student and employer WEX feedback.
- Updating the WEX section of Trust school's websites ensuring that information is accurate and current.
- Maintaining and updating WEX Databases.
- Ensuring all written and electronic records, reports, letters and other documentation are completed in an accurate and timely manner.
- Managing own diary and appointment system to meet all aspects of the role.
- Supporting Trust CEIAG programmes more widely through participating in the organisation and promotion of internal and external CEIAG events.
- Ensuring your own professional development needs are met so that relevant new advances and initiatives are reflected in your practice.

#### **Relationships:**

- Regular contact with Secondary CIAG Lead, Trust Careers Leads, Senior Leaders, Tutors, SENCo, Heads of Year/House to give information, updates and guidance.
- Establish and maintain positive working relationships with students and parents/carers to enable active participation in WEX.
- Working effectively with groups of students e.g. planning and delivering WEX related workshops or leading assemblies.
- Identify barriers to participation in WEX and help students to overcome these by developing support strategies.
- Engaging and developing links/networks with new and existing employers to deliver a wide range of placement opportunities for students.
- Utilising and developing the network of Alumni who are able to help with the WEX programme.
- Working with local employers/organisations to ensure compliance with statutory guidance/legislation for Work Placements.

<p><b>Skills / Experience / Qualifications</b></p>	<ul style="list-style-type: none"> <li>● Understanding of why Work Experience is an important part of education.</li> <li>● Practical experience of following processes and procedures, including completing documents and records to a high standard and in line with required protocols.</li> <li>● Knowledge of the importance of Health &amp; Safety in the workplace.</li> <li>● Able to work in a way that promotes equality of opportunity and respect for diversity.</li> <li>● An understanding of protecting personal data and working with information management systems;</li> <li>● Experience of delivering group talks/presentations and facilitating workshops with groups of people;</li> <li>● Excellent personal communication skills, especially with young people (including empathy), with business professionals/ employers and with colleagues in a supportive way.</li> <li>● Excellent administration skills - good organisational/ multi-tasking skills and reprioritising to meet demanding deadlines and able to manage time to be both proactive and reactive; highly organised in managing a diary and appointments</li> <li>● Good problem solving skills - able to use own initiative to solve problems</li> <li>● Strong English and Maths capability - at least 5 GCSE's A*-C / 9-4s including English &amp; Maths or equivalent</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>● To maintain appropriate records and contribute to written reports in accordance with Trust policies;</li> <li>● To operate within agreed legal, professional and ethical boundaries, supporting Trust policies, when dealing with students or visitors to the schools;</li> <li>● To follow all the Trust procedures for child protection and liaise with the DSL on all matters relating to issues of child protection;</li> <li>● Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul> <p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

*Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.*



*Notes: The duties outlined in this job description may be modified by The Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.*