



JOB DESCRIPTION

Student Futures Coordinator

Job Title: Student Futures Coordinator

Reporting To: Deputy Headteacher

Salary / Grade: Dependent upon experience and qualification

Role Purpose

We are seeking a forward-thinking Student Futures Coordinator to inspire and empower our students as they chart their personal and professional journeys, guiding them to unlock their full potential, confidently navigate their next educational steps and thrive in their future careers.

To support and guide students in their personal and academic development, ensuring they are fully prepared for post-16 transitions and beyond. This role focuses on fostering student engagement with careers education and employability, developing our alumni network, and implementing strategies to minimise the risk of students becoming NEET (Not in Education, Employment, or Training (NEET)).

KEY FOCUS:

Post-16 Transitions:

- Provide targeted guidance and support to students exploring post-16 options, including further education, apprenticeships, and employment.
- Work collaboratively with colleges, training providers, and employers to create pathways that suit diverse student needs.
- Support students with applications, interviews, and transition planning to ensure a smooth move into their next phase of education or work.

The Westside Alumni Programme:

- Develop and maintain an active alumni network to strengthen ties between former students and the school community.
- Organise events, mentoring opportunities, and networking sessions where alumni can share insights and support current students.
- Track and showcase alumni success stories to inspire students and reinforce the impact of education.

NEET Strategy:

- Monitor student destinations post-16 to identify those at risk of becoming NEET.
- Implement early intervention strategies to support students in securing appropriate post-16 placements.

- Build partnerships with local organisations, training providers, and employers to offer alternative pathways for students needing additional support.

Operational Responsibilities:

- To deliver impartial careers information, advice and guidance to young people to professional standards on a range of learning opportunities to aid their progression into further learning and/or work, including Higher Education;
- To track the ongoing destinations of Year 11s
- To support the effective planning, implementation, delivery and quality assurance of the careers programme for the school to ensure it continuously improves and delivers the impacts needed for young people in line with best practice;
- To ensure that, in line with quality assurance, effective record keeping is maintained to a high standard;
- To liaise with external partners, including employers, learning providers and career guidance services to ensure effective implementation of the careers plan;
- To enable young people to develop and implement career management skills through providing access
- To a range of methods including individual guidance (face to face), group work and on-line support; To assist with enabling young people to complete career actions plans to agreed quality standards;
- To fully participate in ongoing training and development activities and be responsible for keeping up to date with learning opportunities;
- To refer young people to work and training opportunities as appropriate;
- To provide information and advice to the parents/carers of young people so that they can assist them with their career planning.

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- To contribute towards the Westside's and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student;
- Interest in playing a part, through education, in the re-generation of High ethical standards;
- Strong interpersonal, written and oral communication skills; Motivation to improve standards and achieve excellence; Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for the School in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students;

- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours;
- Experience of working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups is desirable.

Qualification Criteria:

- A strong academic track record to degree level and above.
- Completion of the Qualification in Careers Guidance is desirable.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the School's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the School;
- Ensure that **all** duties and services provided are in accordance with **all** Schools policies and procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Headteacher/Senior Leadership Team not listed above;
- To be a key part of the life of the School community, to support both the values, vision and ethos of the School and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Headteacher or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Westside School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.