

Job Title: Trust Work Experience and Industry Coordinator	Pay Scale: PPS 12
Normal Place of Work: Trust Office, Clayton Road, Lincoln	Line Manager: Head of Apprenticeships and Careers
Role Summary To support Academy Careers Teams and the Head of Apprenticeships and Careers in delivering an inclusive, equitable and impactful work experience strategy for students across the Trust. Ensure that there is appropriate engagement with employers to fulfil the growing needs of students and our Academies to meet work experience expectations, including in post-16 courses.	

DUTIES AND RESPONSIBILITIES

- Develop and implement the Trust Work Experience Strategy, in collaboration with Academy Careers Leads, and Trust Head of Apprenticeships and Careers.
- Work with the Careers Lead and Trust Head of Apprenticeships and Careers to ensure the Work Experience Strategy meets the needs of learners, and works towards national standards such as the Gatsby Benchmarks, the CDI Framework, the equalex framework, and the Quality in Careers Standard (using the Career Mark approach).
- Deputise for the Head of Apprenticeships and Careers at employer engagement and networking events, building relationships for Academies to enrich their careers and extracurricular programmes.
- Work with the Head of Apprenticeships and Careers to agree outreach approaches to grow the database of employers.
- Maintain a database of employers that can be used to track and engage a range of partners.
- Support Academy Sixth Form teams with the management of T Level industry placements and other technical vocational work placements. Develop links with employers to ensure students receive high quality placement opportunities.
- Manage the online processes for work experience and industry placements.
- Identify opportunities through business contacts to further enrich careers programmes, such as through curriculum delivery, or through employer encounters.
- Attend training events, including Trust careers meetings, and ensure key findings are passed to relevant staff and relevant policies are updated.
- Prepare and submit reports to Careers leads, SLT, Trust Exec and the Head of Apprenticeships and Careers, providing relevant information and data when requested.
- Lead on the Trust administration and coordination of work experience placements, ensuring compliance to health and safety and safeguarding guidelines, according to Trust policy and procedures, working with the Trust Designated Safeguarding lead and Health and Safety Lead.
- Lead on the organisation of workplace visits, working with Academy careers teams and the Head of Apprenticeships and Careers.

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

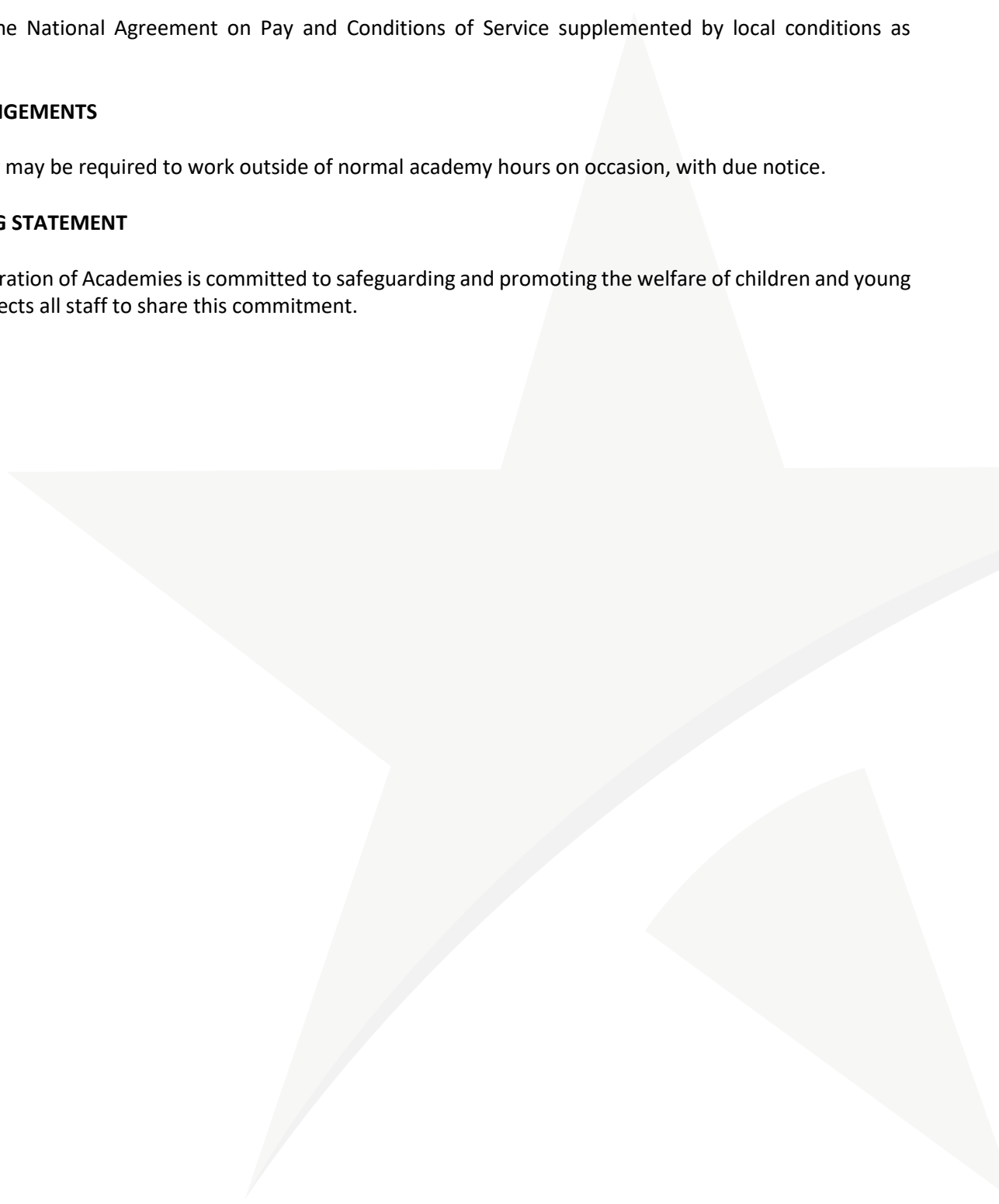
Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

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.



Person Specification – Trust Work Experience and Industry Coordinator

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1.	English Grade A-C or equivalent.	X		AF / Cert
2.	Mathematics Grade A-C or equivalent.	X		AF / Cert
3.	Willingness to undertake Level 6 Career Development Professional Apprenticeship.	X		AF/Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
4.	Experience of working with students.	X		AF/IV
5.	Experience of working in a careers/student support role.	X		AF/IV
6.	A knowledge and understanding of the pastoral needs of students.	X		AF/IV
7.	Understanding of the Secondary and Post-16 educational landscape, especially technical and vocational pathways.	X		AF/IV
8.	Experience of supporting groups of students as well as students on a one to one basis.		X	AF/IV
9.	Experience working with students with SEMH and/or SEND.		X	AF/IV
	SKILLS AND ABILITIES			
10.	A passion for careers education and making differences to life chances of young people.	X		AF/IV
11.	Ability to motivate students, with commitment to equality of opportunity, the safeguarding and welfare of learners.	X		AF/IV
12.	Must accept and actively support the Federations agreed values.	X		AF/IV
13.	Excellent communication and interpersonal skills.	X		AF/IV
14.	The ability to adapt to meet the needs of the pupils.	X		AF/IV
15.	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

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

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....

