



Work Experience and Careers Coordinator

Salary / grade range	P01 £10,826 - £11,921 - SCP 27 – 30, Term Time only, permanent
Location	Co-op Academy Southfield
Reports to	Careers Leader/ SLT

Purpose of role:

- Ensure the school is truly a destination-led educational establishment, achieving the Gatsby Benchmarks to the highest levels.
- Contribute to student pathway and career advice and planning, as well as the achievement of individual Education, Health and Care plan outcomes
- Organise events, trips and placements with employers and further education organisations to raise the awareness and aspirations of students and parents/carers.

Key accountabilities (and specific duties / responsibilities):

Main Duties:

- Provide impartial information, advice and guidance to students and parents/carers as appropriate.
- Contribute to the identification, planning, development, organisation and delivery of key work-related learning activities - working with staff, students, parents/carers, employers and other external stakeholders.
- Coordinate further education and employer events, visits and placements, ensuring the health & safety and safeguarding of participants.
- Build confidence, knowledge and understanding among employers to engage with and offer work experience opportunities to young people with SEND.
- Accurately record data and contribute to the compilation of the academy's career, destination and other reports.

**Contributing to Behaviour and Safety:**

- Ensure that health & safety, risk assessment and behaviour policies and procedures are followed at all times.
- Supervise young people as required, encouraging appropriate behaviour consistent with the Academy's policies and values.
- Be a positive role model and demonstrate the positive attitudes, values and behaviour, which are expected of young people in the Academy and the workplace.
- Responsible for promoting effective safeguarding procedures and practice within the academy and external placements, being aware of current safeguarding legislation
- Demonstrate an understanding of Keeping Children Safe in Education when in the workplace, i.e., for students in external employer settings.
- Demonstrate an understanding of Health and Safety in the workplace, i.e. for students in external employer settings.

Team working and collaboration:

- Ensure that effective, productive and positive relationships are maintained
- Provide support to the Careers Coordinator and Careers Lead as and when required and work with other team members to ensure high levels of performance using organisational quality and monitoring systems.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.



Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none"> • Literacy and Numeracy at Level 2 or above • Careers Guidance/ IAG Level 6 qualification or willing to work towards this • Willingness to undertake ongoing CPD 		
Experience <ul style="list-style-type: none"> • Working with young people in an educational setting • Developing and communicating information for a range of audiences and activities • Managing projects or events in an educational setting • Employer engagement • Developing relationships with families and external stakeholders • Writing clear well-structured reports and written summaries • Dealing with sensitive and confidential information and situations • Working to timescales and delivering targets • Mentoring young people • Coordinating work experience activities • Delivering careers information, advice and guidance 		
Skills, Ability, Knowledge <ul style="list-style-type: none"> • A thorough knowledge of the education sector and progression routes • An understanding of the importance of monitoring, evaluation, and impact measurement • A commitment to child protection and safeguarding, health and safety, data protection 		



<p>and handling personal information, Equality and Diversity</p> <ul style="list-style-type: none">• Excellent communication and interpersonal skills• Strong administrative and organisational skills• Ability to work independently• Ability to build strong relationships and establish credibility with students, parents/carers, staff and external stakeholders• Information and evidence gathering, evaluation and report writing skills		
<p>Personal Qualities</p> <ul style="list-style-type: none">• Be innovative and creative in developing solutions• A record of reliability and integrity• Willingness to participate in further training and CPD• Be hard working and self-motivated, able to work under pressure, able to prioritise and be flexible working to deadlines• To be able to understand and be committed to equal opportunities for all members of the school community.		

This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.