



Careers Coordinator Job Description

Position	Careers Coordinator
Salary	£4,119.70
Tenure	Fixed Term until August 2025
Time	Part time, 7 hours per week, term time only
Responsible to	Assistant Headteacher

This is a part time post working 7 hours per week, term time only, including training days. The hours will be distributed over the week by agreement. The postholder will work flexibly, as and when necessary, to ensure the School's needs are met. It is expected that the postholder will not take any leave during term time.

The postholder is responsible to the Assistant Headteacher (the careers lead), in respect of curricular matters, and to the Headmaster in all other matters.

Main Purpose of the Role

- Facilitate pupils' learning, planning and development by managing the development of effective careers education, information and guidance (CEIAG) throughout the school.
- Maintain and develop networks with external agencies, careers hubs, employers and higher education providers.
- Co-ordinate a range of internal and external contributors to career learning, planning and development.
- Support the delivery of careers education in PSHCE, tutor time and enrichment week.
- Organise and quality assure arrangements for work experience in KS4, including presentations to parents and communications with employers.
- Co-ordinate individual career interviews.
- Organise the school's biennial careers fair.
- Oversee the use of Unifrog to record individual pupil progress in careers education.
- Manage delegated the Careers budget effectively, including securing and managing high quality and cost effective independent careers advice for pupils.

Responsibilities

Planning

- Support the AHT in identifying development priorities based on accurate and effective self-evaluation, including using platforms such as Compass CEC and Unifrog.
- Contribute to strategic planning and the development and implementation of associated school policies.
- Work alongside colleagues and external agencies towards whole school development objectives.
- Implement strategies for the effective administration of the subject area.

General support

- Maintain displays and ensure the availability of careers information, including updating the careers section of the school website.
- Attend scheduled meetings, training, and public events as necessary.

Communication

- Liaise and work closely with the AHT and the PSHCE Coordinator.
- Build a network of alumni who can help with the careers guidance programme.
- Communicate effectively with other members of staff in school.

Skills Development

- Participate in the school performance management scheme.

Safeguarding

- The post holder must be committed to safeguarding and promoting the welfare of children, young people and adults, raising concerns as appropriate.
- Adhere to data protection legislation.
- Maintain confidentiality as appropriate

Systems and Information

- Share information appropriately – in writing, by telephone, electronically and in person.

Data Protection

- The post holder will comply with the school's policies and supporting documentation in relation to the Information Governance; this includes Data Protection, Information Security and Confidentiality.

Health & Safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment.

Equalities

- We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.
- Within own area of responsibility, the post holder will work in accordance with the aims of the Equality Policy Statement

Please note that these responsibilities will be reviewed from time to time and may be amended as is reasonable by the Headmaster.

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities commensurate with the post, as reasonably requested by the Headmaster.

Signed: _____

Careers Coordinator

Signed: _____

Headteacher

Date: _____