

## **Cambourne Village College: Careers Coordinator**

### **JOB DESCRIPTION**

Reviewed May 2022

### **Salary**

Scale 5

**Hours:** 30 hours term time plus training day (39 weeks)

### **Line of responsibility**

The Careers Co-ordinator will be directly responsible to the relevant Senior Leader

### **Job purpose**

The Careers Co-ordinator is responsible for:

- Working with her/his line manager and the Senior Leadership Team to develop and maintain an effective careers and work-related learning provision, which is regularly reviewed to ensure that school and student needs are met.
- Developing and implementing the Post-16 Transition program, alongside senior leaders, including:
  - coordination of Post-16 Information Evening(s)
  - supporting the production and distribution of the Post-16 calendar
  - coordination and collection of Year 11 personal statements
  - collation of Post-16 tutor references and data
  - checking the completion of all Post-16 online applications
  - compiling destination lists
  - attending events and evening talks when necessary

### **Duties and responsibilities**

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Principal.

### **Job specification**

#### **Operational**

The post holder will:

- plan and deliver a programme of careers education, enterprise and work-related learning throughout the school alongside external agencies and relevant leadership.
- organise and co-ordinate special events and visits (for example, careers days, work experience placements, enterprise days) to enhance learning, and to inform, motivate and encourage student aspiration.
- ensure that Health & Safety and Safeguarding requirements for work experience placements and other relevant regulations are in place and adhered to, including the

completion and recording of necessary checks, ensuring compliance with current legislation.

- manage and monitor relevant budgets ensuring best value principles are followed where possible.
- establish and develop links with industry and businesses on behalf of the school.
- plan, administer and follow up annual work experience programmes for relevant year groups. This includes finding and matching appropriate placements to students.
- liaise as appropriate with staff such as key stage co-ordinators, and curriculum leaders within the school, and with external agencies such as the careers service and the Local Authority, to ensure that the provision reflects the current curriculum and needs of the school.
- provide accurate information on career opportunities in education, training and employment for students.
- ensure that the provision is both accessible and attractive to different groups of students, e.g. to ethnic groups, boys and girls, students with special educational needs, high attaining students, and EAL students.
- contribute to the review, evaluation and development of the school's careers and work-related learning provision and make recommendations to her/his line manager, the senior leadership team and the governing board.
- To manage a database of alumni, maintaining correspondence and appropriate events

#### **Administrative**

- S/he will produce appropriate documentation, resources and display materials to support work experience and other projects/ events.
- S/he shall undertake and ensure that all administrative duties, checks, documentation, reports and returns (internal and external) are completed accurately and submitted within required deadlines.
- S/he shall collate information, statistics and prepare reports as required by her/his line manager, the Principal and the governing board.
- S/he shall undertake responsibility for all necessary administration relating to all areas within her/his remit.
- S/he shall ensure that all manual and computerised records and filing systems relating to all areas within her/his remit are maintained as required.
- S/he shall ensure compliance with data protection and copyright regulations.
- S/he shall deal with correspondence promptly and as required.

#### **General**

- S/he shall escort students on relevant educational visits/trips as required.

- S/he shall attend relevant meetings and training sessions as required.
- S/he shall arrange and provide training sessions for staff to ensure that they are aware of associated procedures and regulations.
- S/he shall comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- S/he shall undertake further administrative duties as requested by line manager.

### **Conditions of Employment**

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder is required to uphold the College's policy in respect of Child Protection matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All staff participate in the College's performance management scheme.