

Job Specification: **Careers Coordinator & Adviser**

Job Title:		Careers Coordinator & Adviser
Position Type :	Grade	Grade 8 (SCP 27-31) Pro Rota 0.7 Full-time equivalent (approx. 3.5 days) per week
	Hours	Term-time plus 5 days (exact hours to be negotiated with the successful applicant) some evening work may be required
	Postholder	Vacancy
	Contract Status	Permanent
Responsible to:		Deputy Head Teacher
JOB DESCRIPTION		
<p>Job Purpose: The principal functions are to coordinate the Careers Education (CE) and IAG (Information, Advice & Guidance) provision within the school but especially within Year 10-13. The work will require a balance between personalised advice and coordination. The successful applicant will help individual students to make career decisions and develop career planning skills by providing impartial guidance through individual meetings and organised sessions as well as co-ordinate the school-wide provision for CEIAG</p>		
<p>Main Duties: There are three main areas:</p>		
<p>Careers Co-ordination</p> <ul style="list-style-type: none"> ▪ co-ordination of the school's work experience programme ▪ administration of the school's work experience programme ▪ giving guidance to students about work experience placements ▪ visiting students on placement ▪ co-ordination and evaluation of the school's Careers Programme ▪ delivery of small group sessions on aspects of Careers. Information, Advice and Guidance (CEIAG) as appropriate ▪ delivery of year group sessions/assemblies at key points such as the Common Application Process (CAP), use of the Area Wide Prospectus (AWP), applications for Apprenticeships or College places. ▪ organisation of internally and externally provided activities and programmes for CEIAG ▪ monitoring of the school's CEIAG programme and making, where appropriate, suggestions for improvement ▪ liaison with external agencies, such as One Point, Universities and other training providers to ensure that the school delivers a high quality CEIAG programme ▪ co-ordination of the school's Information, Advice and Guidance including prospectus and website information ▪ maintain, update and develop the school Careers Library. ▪ promote time management and study skills, through work with individuals and groups of students ▪ to ensure that the school meets its statutory obligations in terms of CEIAG and to advise the Senior Leadership Team on where improvements might be made 		

Careers Advice

- assessment to identify an individual student's interest, skills and abilities and the level of support required
- giving guidance to individual students to evaluate the opportunities available
- ensuring individual students are aware of the most up-to-date sources of information
- referring young people to training and Apprenticeship programmes as appropriate
- helping individual students to identify their targets and writing a plan of action with them
- research into opportunities and production of information and guidance materials
- provide advice and small group work on careers and study skills
- make the necessary referrals to the One Point Service
- co-ordinate work with the school One Point Personal Adviser
- encourage young people's personal development, sometimes through voluntary work
- help young people to deal with the challenges affecting their learning and work opportunities
- help young people make informed decisions about their future careers
- work with groups of young people, such as those seeking Apprenticeships and employment.

Other duties

The duties outlined in this Job Specification are largely indicative rather than specific nor is the list exhaustive. The nature of any post within a school community may vary and a degree of adaptability is required. The incumbent may also be expected to undertake other duties as directed by the appropriate line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Any appointment is subject to an enhanced D.B.S. check and I.S.A. registration.

The Governing Body is an Equal Opportunity Employer.

DIOCESE OF HEXHAM AND NEWCASTLE
DURHAM MARTYRS MULTI ACADEMY TRUST