

## **Job Description.**

**Role:** Careers Coordinator

**Grade/Salary:** Grade 6

**Job Type:** Grade 6 £21,269 - £23,953 pro rata (actual salary £7,620 - £8,582) and will be for 15 hours per week (Term-time and 15 hours in the Summer Holiday to support Year 11 and Year 13 results days).

### **Role Overview:**

An opportunity has arisen for someone to join our school community and assist with the delivery of a programme of careers education, information, advice and guidance (CEIAG). We are interested in receiving applications from candidates who share our vision of student-centred Future Intentions programme, which supports them in making informed, ambitious career decisions.

The ideal candidate would have experience in a similar role and will be able to demonstrate flexibility and enthusiasm whilst providing a high standard of service to pupils, parents and staff. They will also hold a Diploma in Careers Guidance or Qualification in Careers Guidance to Level 6

Thomas Alleyne's High School is a 13 – 18 school at the heart of its community, committed to excellence and to providing a broad and balanced curriculum for students. We are committed to ensuring that every child has access to an outstanding education. Our successful track record of ensuring students make excellent progress has ensured improved outcomes for young people.

For an informal, confidential discussion regarding any queries, please contact: Carole Dodd Deputy Headteacher on 01889 561820 or email [dodd@tahs.org.uk](mailto:dodd@tahs.org.uk) Site visits can be arranged following Covid-19 risk assessments and guidelines.

### **General Duties and Responsibilities:**

- Provide impartial information, advice and guidance which allows students to make informed, ambitious career choices.
- To coordinate and lead careers interview appointments for students.
- To meet with individuals and groups of students to offer tailored support which allows them to complete competitive applications to a range of different institutions.
- To plan and implement Year 10 work experience
- To establish strong relationships with students, parents and carers and provide regular feedback about relevant career information and next steps.
- Develop positive and consistent relationships with external partners ensuring strong ties to the community.
- To liaise effectively with outside agencies when supporting students with applications and/or conducting student audits.
- To provide career's support at educational events including parent's evenings, options evenings, career fairs and exam results days throughout the year providing advice and opportunities for students.
- Work in collaboration with their line manager and the careers Leader to run careers related events throughout the academic year.
- Help young people to draw up action plans for employment, education and training and support them to achieve these goals
- Research careers, options and support organisations to meet students' individual needs
- Advise students on how to source relevant training courses or qualifications and what funding might be available
- Provide advice on CV, applications, job hunting and interview techniques

- Use computer-aided guidance packages, skills assessment tools, career planners, psychometric tests and personal inventories to provide up to date information to students, parents and staff.
- Keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies
- To attend CPD opportunities and make an active effort to stay up-to-date in the latest CEIAG developments.
- Track and monitor student engagements and careers interviews
- To be fully conversant and work towards achieving all Eight Gatsby Benchmarks.
- Develop working relationships with employers, colleges, universities and training providers
- Use IT for administrative tasks, such as recording interactions and producing tailored careers action plans for each student.

#### **Person Specification:**

- The applicant must have a confident and personable manner.
- Must have excellent organisational and time management skills.
- Must adopt a methodical and strategic approach to managing workload.
- Must have good attention to detail.
- Must be able to work independently.
- Must be proficient at building strong working relationships with partners
- Must have good written communication skills (grammar and spelling)
- Must be IT literate and confident using a range of databases and programmes including Microsoft Office and Google Drive.
- The applicant must have an empathetic, non-judgmental and ethical approach

#### **Personal qualities:**

- Must be adaptable and flexible: to work independently and as part of a team.
- Must be professional and adopt a productive and positive work ethic.
- Must adopt a positive attitude and energy and relate well with students.
- The successful candidate will be expected to attend work punctually, have a desire to progress and be able to work on their own initiative.
- We are looking for a motivated individual who is looking to progress their career within Business and/or the Education Sector.

#### **Note:**

**In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated, these will include:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline.**

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