

## Job Description – Employability (Careers) Coordinator

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**Post:** Employability (Careers) Co-ordinator  
**Line Manager:** Assistant Head Teacher (Sixth Form)

### Job Purpose

- Coordinate a coherent programme of activities that inform, inspire and motivate young people, preparing them for work and further education, and helping them to understand where different education and training choices can take them in the future
- Coordinate a careers and employability guidance service for students at the Academy in line with statutory guidance for governing bodies, school leaders and school staff
- See Document provided by Department for Education: Careers Guidance and inspiration in schools - Statutory guidance for governing bodies, school leaders and school staff.  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/440795/Careers\\_Guidance\\_Schools\\_Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/440795/Careers_Guidance_Schools_Guidance.pdf)

### Main Areas of Responsibility

- Co-ordinate and communicate a clear set of procedures which enable all students – including those with Special Educational Needs – to know how to gain independent careers guidance throughout the Academy. E.g. Success for Schools website, Participation Fairs, IAG sites
- Co-ordinate events e.g. Careers Café, Business Network Meetings and Rotary Interviews. This will involve booking employer/speakers, promoting the event internally, booking facilities and hands on support at the event to ensure it runs smoothly. Source funding/sponsors for events where necessary
- Work with the Head of Business Studies and the Business Department to support enterprise activities and competitions
- Work closely with Heads of Houses/Tutors to implement a coherent and streamlined programme of next steps activities and careers guidance, including co-ordination and administration of all Work Experience Programmes (currently Year 10 and Year 12 Students) and Work Placements for BTEC World of Work and KS4 extended work placements, including Mock Interviews for Sixth Form students and the Tutor Programme, ensuring timely communication with stakeholders
- Liaison with Heads of Houses, Timetabling and Sixth Form leads regarding course format, timetable and any attendance/absence issues as required. Ensure all safeguarding, health and safety checks are processed and include students that for whatever reason do not participate in the Tutor Programme
- Organise additional employability activities for the Work Skills BTEC students as required such as First aid/ Special projects etc. on completion of level 2 BTEC course work

- Ensure that the Academy provides access to a range of online resources and further information and activities that inspire young people, including – but not limited to – employer talks, careers fairs, motivational speakers, apprenticeship guidance, college and university visits, coaches and mentors
- Support the University and College Admissions Service (UCAS) process in the Sixth Form
- Work with relevant Teaching Staff to ensure efficient coordination of university outreach programmes
- Be the main contact for students, linking and signposting them to internal and external events and activities which support independent career guidance and aspirations
- Further develop the business network database. Be the main contact and link with employers on behalf of the Senior Leadership Team, Heads of Faculties/Subjects and Subject Leaders
- Ensure that all external support networks *such as* Careers South West and Adopt a School (linking Industry with Education) are managed effectively and safely. Coordinate specialist days/workshops where appropriate
- Build positive working relationships with internal teaching and support staff along with external agencies to gain knowledge of the best opportunities and outcome for students
- Provide statistics and reports as necessary for SLT and external bodies where required
- Track, monitor and record all Sixth Form career destinations and outcomes, setting up a simple system for 'staying in touch'. Develop an Alumni database
- Establish processes using social media for staying in touch with students who have left the Academy
- Coordinate and supervise new Y10 tutor Rotary / Business Mentors (Tutor support for CVs workshops/Mock Interview workshops)
- Coordinate/Manage any TEDx projects including speakers/sourcing funding/event logistics
- Initiate and run any creative fundraising activities that could support the Employability agenda
- Work closely with the local community to ensure ongoing support/funding for apprenticeship programmes and all associated next steps activities
- Support the organisation and planning of Academy Focus Day activities with Heads of Houses and Senior Leaders. Coordinate annual participation Fair (Sept). Coordinate annual volunteer fair (June)
- Interview all Pupil Premium/SEN students annually (Starting with Y11) to ensure they are fully supported in their next steps, signposting and liaising with internal staff and external agencies as required
- Attend Parents' Evenings and other events such as Success Together (Parent Forum) when required, in order to showcase Employability programmes and maintain strong links with parents. This may include giving information/presentations to parents
- To carry out lunchtime and break duties when required
- To carry out other responsibilities appropriate to the grade as agreed with Line Manager, Head of Business or the Academy Business Manager

**Supporting processes:**

- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the Academy
- Appreciating and supporting the role of other professionals
- Attending relevant meetings, as required
- Participating in training and other learning activities and performance development, as required
- Accompanying teaching staff and students on visits, trips and out of school activities, as required, and taking responsibility for a group under the supervision of the teacher and other staff

**All Kings of Wessex Academy staff are expected to:**

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times
- Carry out any other duties as reasonably requested by the Headteacher
- The Kings of Wessex Academy is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures