

ST BERNARD'S HIGH SCHOOL and ARTS COLLEGE



Job Description

Title of post:	Support Staff – Careers Co-ordinator
Purpose:	To support students in identifying and pursuing their chosen career.
Responsible to:	Head Teacher
Liaison with:	Head Teacher, Deputy Head Teacher and appointed Assistant Head Teacher
Working time:	Term time, plus 3 weeks – 37 hours per week 8.30am – 4.30pm (with ½ hour for lunch 4 days and 1 hour 1 day) (Additional weeks will be required during examination results period)
Local Government Banding:	4:26 - midpoint
Disclosure level:	Enhanced
Main Duties:	
To support a programme of careers education in the curriculum that gives students knowledge and skills for planning their careers.	<ul style="list-style-type: none"> Contribute to the Careers components of the PSHE Schemes of Work for Years 7-13.
To provide students with careers information on learning options, skills, occupations and progression routes.	<ul style="list-style-type: none"> To be aware of, and implement, the national guidelines on CEG (Careers Education & Guidance). Maintain a Careers and Guidance library. To develop a programme of talks by guest speakers. To arrange visits to Higher Education.
To provide work related learning experiences within and outside of the curriculum which help students learn about work.	<ul style="list-style-type: none"> Work with Year 11 students to identify, interview, place and follow up on work experience. To ensure subject specific work experience for all Year 12 students, including those on pre-nursing and Health and Social Care courses. Support those Key Stage 4 students studying for Work Related Learning GCSE. Support those students on the Aim Higher programme
To help individuals to manage their learning and progression to the next stage.	<ul style="list-style-type: none"> To support Year 13 in UCAS applications. To liaise with Heads of Year and School about students who would benefit from additional one to one careers advice and mentoring. To carry out a survey/audit of Career aspirations for students. To format a programme of one to one interviews with Year 12/13 students during study periods to set individual targets for progression planning.

	<ul style="list-style-type: none"> To attend and contribute to the process of Year Reviews for all students.
To work in partnership between personal advisers from Connexions and other providers.	<ul style="list-style-type: none"> To arrange the Connexions Partnership agreement. To liaise with Pastoral Staff, Educational Welfare Officer and other agencies as appropriate. To attend annual reviews for KS4 and KS5 students with special educational needs. To organize the Personal Challenge Days for students in Year 9.
Additional Duties:	To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other specific duties:	To support the school in meeting its legal requirements for worship. To promote the school's corporate policies. To continue personal development as agreed. To actively engage in the staff review and development process. To undertake any other duty as specified by the School Pay and Conditions not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from senior staff to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed:

..... (Staff Member)

..... (Line Manager)