



**Westcliff High School  
for Boys**

# **JOB DESCRIPTION CAREERS COORDINATOR**

## CAREERS ADVISOR: JOB DESCRIPTION

### Salary: Spinal Point 8 - £11,265 pro-rata

22.5 hours per week (3 days) during term time + 10 days during school holidays

### Line of Responsibility

The Careers Advisor & Work Placement Co-ordinator will be directly responsible to the Assistant Head: Director of Lower School.

The job description outlines the responsibilities which encompass the full scope of this role. Whilst the role is part-time for 3 days per week, it is recognised that some of the duties included, for example attendance at events or accompanying students on visits, will necessitate additional working hours, for which additional payment will be offered.

### Job Purpose

The Careers Advisor & Work Placement Co-ordinator is responsible for:

- Working with her/his line manager and the Senior Team to develop and maintain an effective careers and work placement provision, which is regularly reviewed to ensure that the School's and students' needs are met;
- Planning and delivering a programme of careers education, enterprise and work placements throughout the School;
- Liaising with the appropriate staff such as Directors of School and Curriculum Leaders within the School, relevant Careers services, and other agencies and companies;
- Organising and co-ordinating special events and visits, for example Careers Days/Evenings, Work Experience Placements, Enterprise Days, to enhance students' learning and experience, and to inform, motivate and encourage students' aspirations;
- Ensuring that health and safety requirements for work experience placements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks and risk assessments;
- Managing and monitoring relevant budgets ensuring best value principles are followed wherever possible;
- Contributing to the overall ethos, work and aims of the School.

### Duties & Responsibilities

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

### 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).
- S/he is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the governing body.
- S/he shall uphold the School's policy in respect of Child Protection and Safeguarding matters.
- S/he shall be subject to all relevant statutory and institutional requirements.
- S/he 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 once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the School's appraisal scheme.

### Job Specification

#### Operational

- S/he shall establish, promote and maintain positive working relationships with all members of staff, students, parents, work experience providers, other professionals and agencies.



- S/he shall establish and proactively develop links with industry and business on behalf of the School, in order to provide students with access to exciting and challenging opportunities, through work placements, visits and lectures.
- S/he shall plan, organise and deliver an annual programme of work placements to suit the needs of the students, visits, lectures and enterprise days, and other special events for all relevant year groups.
- S/he shall research, promote and co-ordinate visits and trips for students, which support this provision and which enhance provision in areas of the Curriculum as required.
- S/he shall contribute to assemblies and give talks to year groups as required.
- S/he shall provide careers advice and guidance to individual students as required.
- S/he shall produce regular careers and work experience updates and resources, and maintain the relevant webpages and notices, including contributions from Curriculum Departments, students, business and enterprise.
- S/he shall pursue funding and sponsorship opportunities relevant to the provision, including the preparation and submission of applications and bids.
- S/he shall administer, follow up and review annual work experience programmes for relevant year groups. This includes finding and matching appropriate placement opportunities to students.
- S/he shall ensure compliance with current legislation on child Safeguarding and matters of health & safety, especially with regard to student visits and work experience.
- S/he shall liaise with the appropriate members of staff to ensure that resources and materials available to support the provision reflect the current Curriculum and other requirements of the School.
- S/he shall provide clear and accurate information on Career opportunities and associated routes through education and employment for students.
- S/he shall ensure that the provision is both accessible and attractive to a diverse body of students.
- S/he shall liaise with external agencies and organisations to ensure that maximum use is made of relevant materials and information, for example, museums, charities, advisory services, careers and education opportunities.
- S/he shall contribute to the review, evaluation and development of the School's careers and work experience provision and make recommendations as necessary to the Director of Lower School Studies and the Senior Team.
- S/he shall review the school's Careers and Work Placement policies periodically.
- S/he shall advise the Director of Lower School and other staff on developments and other matters within her/his remit.
- S/he shall produce copy for the School's website and publications and maintain appropriate displays within the school relating to all areas within her/his remit.

## **Administrative**

- 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 the Headmaster or the Director of Lower School Studies.
- 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 process, input, extract and analyse information from the School's database system/s as required.
- S/he shall ensure compliance with data protection and copyright regulations.
- S/he shall ensure that inventories of equipment and resources relating to all areas within her/his remit are kept up to date.
- S/he shall deal with correspondence promptly and as required.

## **General**

- S/he shall participate in the activities and events within the School calendar when required, for example, open days, examinations results days, meetings with parents.
- S/he shall accompany students on educational visits/trips as required.
- S/he shall be responsible for the effective management of budgets within her/his remit and shall negotiate best value rates with suppliers.
- S/he shall attend relevant meetings and training sessions as required.
- S/he shall arrange and provide training sessions for staff as required to ensure that they are aware of associated procedures and regulations.
- S/he shall keep abreast of developments, current initiatives and changes within her/his field and communicate to staff as appropriate.

- S/he shall implement, in conjunction with appropriate members of staff and the Senior Team, all Health & Safety procedures and requirements.
- S/he shall comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection.

The above is an indication of the requirements of the post and is not meant to be inclusive or exhaustive. Any role that needs reasonably to be undertaken should also be undertaken whether or not included in the above.

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. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the Designated Safeguarding Lead. It is an offence for persons who have been barred from working with children to apply for this position.




This non-contractual job description is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.



# Westcliff High School for Boys

Headmaster: Mr MA Skelly M.A.

Kenilworth Gardens | Westcliff-on-Sea | Essex | SS0 0BP | 01702 475443

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