



Highams Park School

An independent state funded Academy

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051
Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

Post Title:	Careers Coordinator
Salary / Grade:	Scale 4 Pts 12-16
Responsible to:	Assistant Principal – D Stephens
Hours:	8.30pm to 15.30pm Monday - Friday
Weeks:	Term time

General Overview

The careers coordinator (CC) will take lead responsibility and accountability for the delivery of our school's programme of careers education, advice and guidance.

The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reform to ensure that the school meets the Gatsby Benchmarks.

Through establishing the local and national contexts the CC will focus everyone's efforts on programmes and activities that are most effective in motivating young people, supporting independent choice, and supporting positive outcomes for young people via

- Building Networks
- Supporting Careers Leaders
- Backing the Gatsby Benchmarks
- Performing general administrative career functions in the school
- Supporting student with their 1:1 careers interviews
- To perform a varied range of administrative and clerical tasks as needed across the careers department.

Job Description

To work within the careers department, supporting the careers adviser and the Careers Assistant Principal (AP)

To execute tasks assigned by the AP in a timely and competent manner, while being independent in driving careers education, including but not limited to:

- To secure high quality Careers Education, Information, Advice and Guidance (CEIAG) provision from Years 7-13 inclusive, to use resources effectively and to continuously improve standards for all students.
- Remain up-to-date with current developments within careers education, information, advice and guidance (CEIAG) and use this to inform collaborative school planning.
- Advise the senior leadership team on policy, strategy and resources for careers guidance and showing how they meet the Gatsby Benchmarks.
- Produce, review and evaluate the careers programme and provide information for school improvement planning, Ofsted and other purposes.
- Lead the team of teachers, external partners and others who deliver the careers programme.
- Leading on the annual whole school careers fair, in partnership with the AP.
- Liaise with the AP and careers adviser to lead any suitable careers' events & external trips to promote aspirational progression destinations to students.
- Lead on a range of internal experiences for students (and parents) such as apprenticeship workshops, business networking events, career pathway evenings, assemblies.
- Liaise with the AP to lead on the year 10 mock interview workshops to help facilitate the event's smooth running.
- Delivery of a full programme of careers events involving local and national employers. Ensuring students have meaningful encounters with workplaces and developing careers skills.



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Principal - Mr N Armsby BA, (Hons), PGCE, MA, NPQH

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- Understand the implication of a changing education landscape for careers guidance, e.g. technical education reform
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools.
- Act as a consultant/reference point for Heads of Year and tutors dealing with careers queries.
- Monitor delivery of careers across the 8 Gatsby Benchmarks.
- Ensuring a record of careers provision is meticulously kept, this could include the use of Compass+.
- Establish and develop links with local Careers Guidance organisations and industry partners.
- Liaising with the SENDCo in supporting the transition of vulnerable students and those with learning difficulties

Administrative will include:

- Organising students' careers meeting agenda with the career's advisor. This should be continually updated reflecting attendance and available to staff, HOY's etc.
- Weekly timetables to be drawn up for the meetings and shared with both the careers advisors and the person in charge of the school weekly newsletter. Timetables need to be checked against any exams/school trips/absences/etc.
- Where needed setting up Teams meetings with a remote careers advisor and helping the students access the teams meeting at the correct time.
- Careers meetings to be communicated to students and parents the week before the student's meeting.
- Reminder alert to be added to register system (Arbor) and online platform (SharePoint)
- Checking students have attended their careers meetings and potentially collecting them if not present at allocated time.
- If a student is absent for their meeting, rearranging this and communicating this as above.
- General support and updating of student careers records held manually and in the school's management information system/careers system
- To support data entry and filing of student records and archiving.
- To ensure contact with parents and the local community is friendly, supportive, and professional.
- Ensure the website is regularly updated with all the legal and relevant careers information.
- Sharing relevant information with parents via parent newsletter and staff via the bulletin.
- Build a network of alumni who can help with the Careers education and guidance programme
- To attend regular meetings with AP to gain support & discuss upcoming events.

General:

- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- To participate in the performance and development review process.
- To take personal responsibility for own learning and training opportunities in discussion with the line manager.
- To comply with individual responsibilities, in accordance with school's health & and safety policy and with other statutory requirements.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



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- Undertaking any other duties, appropriate to the grade, which may be required, as directed by the Principal.
- Commitment to supporting the ethos, aims, and core values of the school.

The Job Description is not necessarily a comprehensive definition of the post. The person in the post may also have to carry out other duties as may be necessary from time to time within the context of the job, skills and grade.

The Job Description will be reviewed regularly and may be subject to amendment from time to time after consultation with the post holder and without changing the level of responsibility of the post.

Person Specification

Essential

- Experience of working with young people preferably in a school setting
- Thorough knowledge of education, employment, training and personal development opportunities that are available for young people
- Knowledge of the local labour market and issues relating to learning and employment
- Detailed knowledge of relevant developments in Careers Education, Information, Advice and Guidance
- Demonstrate an up-to-date knowledge of legislation and statutory requirements of working with young people
- An understanding of and a commitment to, equality of opportunity for all.
- Working experience of Arbor
- Experience of working directly with students would be beneficial
- Be a great team player and able to work alone
- Attention to detail
- Be proactive, well organised and efficient
- Be organised and efficient
- Having an understanding of safeguarding issues and promoting the welfare of young people. Also willing to undertake training.

Desirable

- Previous experience and/or working in the school as a career's coordination / advisor.
- GCSE (or equivalent) at grades A* to C in English and Mathematics and education to A-level as a minimum, higher education is preferred.