

JOB DESCRIPTION

Job Title:	Careers Co-Ordinator
Responsible to:	Headteacher and SLT
Responsible for:	Ensuring that students receive effective careers education and guidance in order to help them plan and manage their current and future progression through education and beyond.
Grade:	H6 14, plus Fringe allowance
Hours:	21 hours per week, Term Time only
Location:	St Joan of Arc Catholic School

Job Purpose

The role of the careers co-ordinator is to assist young people's career learning, planning and development by leading and managing the development of Careers Education Information, Advice and Guidance (CEIAG) in the school. Providing careers guidance and advice that is neutral, informed and relevant and ensuring a quality programme of careers guidance and support is in place across the school.

Main Areas of Responsibility

- To plan, develop, implement and deliver an appropriately broad and balanced, careers programme.
- Regularly review a structured, progressive careers programme with appropriate teaching resources and learning outcomes that are shared with teachers and learners.
- Deliver careers guidance to pupils.
- Develop innovative practice around careers guidance. To organise planned activities and large events such as careers fairs for large numbers of pupils.
- To work with the career's guidance providers, locally and beyond, and others to develop the programme.
- To promote opportunities for students to learn about the workplace and develop the skills that employers value
- To promote all options beyond school including apprenticeships

Other Requirements

- To liaise with staff, students, parents and carers, governors and external contacts to raise awareness of careers education
- To work with teaching, achievement teams, SEN and support staff to embed careers education in the school curriculum
- To undertake general administrative duties, checks and ensure documentation are completed with accuracy.
- CPD: stay abreast of sector developments and share with colleagues as appropriate
- To manage the career guidance meetings with Services for Young People
- Employer engagement and networking with professional contacts to support careers education for students
- Assist and attend school trips linked to careers opportunities as appropriate.

Other Responsibilities

- Work to fulfil the vision and values of the school.
- Promote and implement the school's equality and diversity policy in all aspects of employment and service delivery.

This job description is not necessarily a comprehensive definition of the post. It may be modified by the line manager, with your agreement to reflect changes which are commensurate with the salary, the role title and the school or Academy Trust development plan.

What do Ofsted say about the CEIAG provision at St Joan of Arc?

The school prepares pupils well for the next stages of their lives. The careers programme is very well planned, including in the sixth form.

Pupils get a number of opportunities to experience and understand the world of work. They are provided with useful information and guidance about future options. These help to ensure they are successful in their choice of work or study after they leave school.

Ofsted Inspection Report

18th October 2023

<https://reports.ofsted.gov.uk/provider/23/137914>

What do Investor in Careers say about the CEIAG provision at St Joan of Arc?

St Joan's continues to maintain high standards in its CEIAG offer. The approach is inclusive and developmental with a keen eye to vision, infrastructure, and provision across all Key Stages. Clear and effective support from senior leadership and the governing body ensures a well-resourced, effective and impartial programme; and delivery is supported by school staff and committed external partners. Achievement of all eight Gatsby Benchmarks is strong and consistent. Well-chosen portfolio evidence, both strategic and operational, and lively discussions with students, staff, link governor and external partners provided compelling evidence for the recommendation of Fully Meets the Standards.

- *Students, and guardians, were articulate and appreciative about the many career learning opportunities they had experienced in each Key Stage, and of the support they have received for their career planning*
- *The well-planned careers programme is rich and well documented, with a wide range of inputs and delivery methods*
- *The clear understanding, commitment and energy of senior leadership and Link Governor ensures a strategic vision and the allocation of significant resources to programme delivery, including two qualified Careers Advisers*
- *Effective communication and a highly collaborative approach to planning, monitoring and evaluation ensures high quality provision and continual development, both internally and from external providers*
- *A detailed audit of careers provision across subject areas using the CDI framework showing numerous contributions to careers work across all subject areas*
- *The school is able to draw on the services of committed, experienced and passionate external partners, including alumni.*

Investor in Careers' 'Quality in Careers Standard' accreditation report (recognising outstanding CEIAG)

9th November 2024

<https://www.joa.herts.sch.uk/317/careers-guidance>

The duties and responsibilities listed above describe the post as it is at present. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or responsibilities entailed. Such variations are a common occurrence and would not justify a re-evaluation of the post. However, in cases where a permanent and substantial change in the duties and responsibilities of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

All Saints Catholic Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to enhanced DBS checks through the Disclosure and Barring Service, references will be sought, and any other safeguarding requirements in place at the time of appointment, including a brief online check as detailed in the latest version of Keeping Children Safe in Education.