

Careers Programme Coordinator - Job Description

Responsible to:

- Principal
- Director of Careers

Functional Relationships

- Careers Services Team
- Senior Leadership Team
- Teachers
- Employers
- Students and Parents/Caregivers

The primary role of the Careers Programme Coordinator is to

- To provide learning experiences, relevant information and valuable advice to students with respects to future careers and employment
- To be a fully participating and contributing member of the Careers Services Team and the services that are provided
- To effectively organise and manage school-wide Careers Programmes - with a particular focus on the Gateway programme and Trades Academy programme (G&TA)

Key Areas	Expected Outcomes
Gateway & Trades Academy Organisation	
Work closely with the Director of Careers to further the objectives of the G&TA programmes	<ul style="list-style-type: none"> • Regular and effective meetings occur with the Director of Careers (<i>daily</i>) and Careers Services Team meetings (<i>per cycle</i>) • A positive and productive working relationship exists with Careers Services staff and all other relevant staff • Organise industry/employer guest speakers as requested. • Identify, approach, secure and organise suitable placements and supervisors/trainers. Relevant contact details are recorded • Organise and distribute placement thank you gifts and certificates in term 4
Students gain access to relevant experiences and are supported appropriately	<ul style="list-style-type: none"> • Set up interview appointment times for prospective students, assisting in the interviews and entering data into the database in term 3 • Students have suitable placements/courses organised by week 3, term 2 • Organise health and safety, and first aid courses for all participating students as necessary • Organise alcohol and drug seminars for all participating students as necessary • Suitable training material is selected and ready for students to complete while on placement • Transport students to/from their placement as required using the school van/car • Purchase safety and protective equipment as needed for students to participate in their placement • Regularly visit the students on placement and provide an update report in <i>Careers Central</i> <i>Minimum : Twice termly visits for G students</i> <i>Once termly visits for TA students</i> • Student and employer/training workbooks are checked during visits

Gateway & Trades Academy Communications	
Maintain an effective level of communication with students, the Careers Services Team, other internal staff and any relevant external personnel	<ul style="list-style-type: none"> ● Organise and present information sessions relating to the programmes, for parents, teachers, students and employers, in terms 1&3 ● Attend external Gateway and Trades Academy meetings as required to obtain updates
Be actively involved in relevant presentation events organised by the Careers Services team throughout the year	<ul style="list-style-type: none"> ● Actively involved in the organisation and delivery of the Careers Presentation evening in early term 4
Gateway & Trades Academy Administration	
To effectively perform the necessary administrative functions and practical tasks, that includes recording relevant information in an accurate and timely manner	<ul style="list-style-type: none"> ● Up-to-date and accurate records of all relevant activities are kept ● All RAMS, MOUs, first aid and health and safety requirements have been met both in school and the workplace, prior to the start of any placement ● Documents relating to these programmes are updated and available to all stakeholders in a timely manner ● Maintain Gateway and Trades Academy databases, each cycle, with up-to-date information on students, employers, standards and assessment ● Daily student attendance is accurately recorded and closely monitored while on placement ● All administrative requirements for TEC and BOPTA, are completed in consultation with the Director of Careers ● Evaluation forms from parents, students and employers are completed and analysed in early term 4, prior to the students leaving school ● Records of Learning and Certificates for all participating students are printed and distributed prior to them leaving school ● An Annual Report is written for each programme with accurate details of all activities and outcomes due by the week 1, December ● Order and manage an inventory of all relevant resources
Other Programmes and Duties	
To organise and manage other school-wide Careers Programmes and courses as they are developed	<ul style="list-style-type: none"> ● Effective performance of other administrative duties as requested related to this job