

Lancashire County Council Combined Role Profile

Grade Profile – Careers Coordinator (HLTA Grade 7)

POST TITLE:	Careers Coordinator – HLTA
GRADE:	Grade 7
CAR USER:	Yes
LOCATION:	St Mary’s Catholic High School & All Hallows Catholic High School
RESPONSIBLE TO:	The designated Senior member of staff in each high school, but subject to supervision by the classroom teacher in respect of teaching and learning activities.
<p>JOB PURPOSE: The role of the career’s coordinator is to implement the strategy for developing the careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.</p>	
<p>MAIN What the Postholder will actually do ACTIVITIES (Activities relating to pupil progress will be subject to the agreed system of supervision)</p>	
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Teaching Assistant post</p> <p>Leadership</p> <p>Take a leading role alongside the Senior Leader with responsibility for careers in:-</p> <ul style="list-style-type: none"> • Advising senior leadership on policy, strategy and resources for CEIAG • Reporting on CEIAG to senior leaders and governors • Reviewing and evaluating CEIAG • Preparing and implementing a CEIAG development plan • Identifying sources of funding for CEIAG and writing bids. <p>Management</p> <ul style="list-style-type: none"> • Planning schemes of work for careers education • Briefing and supporting teachers of careers education • Monitoring teaching and learning in careers education • Supporting tutors providing initial information and advice • Monitoring access to, and take up of, careers guidance <p>Co-ordination</p> <ul style="list-style-type: none"> • Managing the provision of careers information • Liaising with the PSHE leader, and other subject leaders, to plan careers education • Liaising with tutorial managers, mentors, SENCO, to identify students needing guidance • Referring students to careers advisers. 	

- Undertaking one to one careers interviews with pupils and liaising with local providers to meet individual needs.

Networking

- Establishing and developing links with employers
- Establishing and developing links with FE colleges, apprenticeship providers and universities
- Negotiating a service level agreement with the local authority for support for vulnerable young people
- Commissioning careers guidance services
- Managing links with the LEP and other external organisations.

Support for Pupils

- To assess the needs of pupils and to differentiate curriculum content to support pupils' learning.
- To develop and implement pupil's Individual Educational Plans.
- To support pupils as part of a planned inclusion programme.
- To develop positive relationships with pupils and staff to assist pupil progress and attainment.
- To monitor and evaluate pupil responses to learning activities.
- Within an agreed system of supervision, to plan challenging teaching and learning objectives.
- To take responsibility for implementing agreed systems for pupil supervision and the management of pupil behaviour.

Accountability

The careers leader is accountable to the senior leader in each school, with overall responsibility for CEIAG.

Note:

In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.