

Job Description: Work Experience and Careers Coordinator

Responsible to: Assistant Headteacher

Salary: LSEAT Scale H22 to H26 (actual salary from £14,783)

Contract type: Permanent

Hours: 20 hours per week/ 39 weeks per year

Location: Down Road, Bexhill-on-Sea, East Sussex, TN39 4HS

Purpose of the Job

- To work in a consistently professional manner supporting secondary school students to make informed career and progression choices, reducing the risk of young people becoming NEET in line with the Government Young People Policy – Raising the Participation Age (until 18 years).
- To oversee and support the delivery of high-quality work experience, ensuring students have access to meaningful encounters with employers and the world of work that develop employability skills and support progression planning.
- To work proactively with local colleges, employers, projects and providers to increase student access to, and knowledge of, appropriate post-statutory pathways, including academic, vocational and technical routes.
- To understand and recognise student needs across the school and support the review and implementation of the annual Careers and Work Experience Delivery Plan, ensuring provision meets career aspirations and progression goals from Year 9 through to post-16.
- To work within a rolling programme structure, working alongside the Youth Employability Service (YES) who provide one-to-one guidance to all students, ensuring all students receive appropriate, current and impartial information to make informed career decisions, can access placements, and that barriers to learning, participation and placement sustainability are identified, addressed and reduced.
- To work in partnership with and provide information to students, parents/carers and external agencies, supporting engagement, safeguarding and positive transitions.
- To work collaboratively with SLT and teaching staff to promote engagement, attendance and safeguarding, using careers education and work experience as tools to support sustained participation and reduce NEETs.
- To produce and report accurate destination, participation and NEET data when required, including contribution to Governors' reports and Ofsted evidence.

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- To maintain professional boundaries at all times and observe and uphold the values, policies and ethos of London South East Academies Trust, contributing to the wider vision and strategic aims of the organisation.

Main duties and responsibilities

- To review the delivery of CEIAG, work experience and post-statutory support.
- To deliver 1–2–1 sessions and small group work.
- To support the teaching of careers elements of the curriculum.
- To work within the school's delivery plan, CEIAG Policy and formal Careers and Transition structure, in line with Government guidelines and statutory requirements.
- To work in collaboration with relevant staff to help support and inform all Year 11 students in researching and accessing appropriate post-16 placements in order to reduce NEETs.
- To identify, develop and support high-quality work experience placements across Key Stage 4, ensuring opportunities are appropriate, inclusive and matched to students' interests, abilities and career aspirations.
- To support and coordinate the KS4 work experience programme, working closely with students, parents/carers and employers, and acting as a key point of contact throughout the process.
- To work in partnership with the Local Authority Work Experience Team to ensure all required procedures are followed, including employer agreements, insurance checks, parental consent and health and safety checks prior to placements commencing.
- To oversee and monitor all pre-placement and on-placement requirements, ensuring safeguarding, statutory and health and safety expectations are fully met.
- To visit students while on work experience placements, meeting with both students and employers to check progress, address any concerns and support successful placements.
- To complete all relevant paperwork and documentation associated with work experience placements, including monitoring visit records, feedback and follow-up actions.
- To ensure that logging, tracking and recording of work experience activity is accurate, up to date and maintained within school tracking and monitoring systems.
- To work in partnership with SLT, the DSL and Attendance Officer to support student engagement and welfare.
- To assist students in writing CVs, researching courses and exploring progression options.

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- To support in organising and facilitating college visits and job fairs alongside other progression-related field trips.
- To source and facilitate speakers and presenters to promote career pathways, positive engagement and aspirations.
- To assist in the strategic annual review of the careers and transition delivery plan.
- To work in partnership with local post-statutory providers, including colleges, to create and maintain positive working relationships in order to reduce NEETs.
- To undertake home visits as required and build collaborative relationships with parents/carers.
- To undertake risk assessments regarding lone working procedures and assist placements in assessing student risk.
- To keep accurate records and documentation relating to meetings with students and families to support safeguarding and welfare decisions.
- To attend relevant professional and external meetings as agreed by the Line Manager.
- To share safeguarding concerns in line with school and Trust safeguarding policies.
- To work flexibly and responsively to reduce NEETs.
- To produce written reports and case studies when requested.
- To act as a positive role model, promoting commitment to education, punctuality and attendance.
- To attend all whole-school meetings and training.
- To abide by Trust policies and undertake relevant training in line with performance management and professional development.
- To undertake any other reasonable duties consistent with the needs of the school and the nature of the role.

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Person Specification

	Essential Criteria	Desirable Criteria	Method of Assessment/ Source of Information
Knowledge	<ul style="list-style-type: none"> • Understanding of CEIAG requirements and the importance of impartial, up-to-date careers guidance • Understanding of post-16 progression pathways, including academic, vocational and technical routes • Awareness of the importance of employer engagement and experiences of the world of work in supporting career decision-making • Understanding of safeguarding, professional boundaries and confidentiality when working with young people. 	<ul style="list-style-type: none"> • Knowledge of work experience requirements, including health and safety, insurance, consent and safeguarding processes • Awareness of the Gatsby Benchmarks and their role in high-quality careers provision • Understanding of NEET prevention strategies and destination tracking expectations (including Ofsted) 	<ul style="list-style-type: none"> • Application /Interview

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Education & Qualifications			<ul style="list-style-type: none"> • Application /Interview
Skills	<ul style="list-style-type: none"> • Ability to engage, motivate and support students with a wide range of needs and aspirations • Strong communication and interpersonal skills, able to work effectively with students, parents/carers, staff, employers and external agencies • Ability to plan, organise and oversee programmes, including work experience and careers activities • Ability to identify barriers to participation and progression and implement appropriate interventions • Strong organisational skills with the ability to manage paperwork, logging and tracking accurately • Ability to analyse information and produce accurate reports, destination data and monitoring summaries 		<ul style="list-style-type: none"> • Application /Interview
Experience	<ul style="list-style-type: none"> • Experience of supporting young people (11–16) in an education, youth, pastoral or careers-related setting • Experience of delivering one-to-one guidance and small group interventions to support engagement, progression and employability • Experience of working with external partners, including colleges, employers or support agencies 		<ul style="list-style-type: none"> • Application /Interview

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	<ul style="list-style-type: none"> • Experience of recording, tracking and monitoring student outcomes using databases or tracking systems 		
Personal Attributes	<ul style="list-style-type: none"> • Professional, reflective and student-centred approach • Commitment to equality of opportunity, inclusion and safeguarding • Flexible, proactive and solution-focused • Able to work both independently and collaboratively as part of a wider team • Resilient and able to manage competing demands within statutory timescales. 		<ul style="list-style-type: none"> • Application /Interview
Other Requirements	<ul style="list-style-type: none"> • Willingness to undertake placement visits and home visits where required • Commitment to ongoing professional development • Willingness to work flexibly at key times (e.g. placement monitoring, results days, enrolment periods) • Commitment to upholding the values, policies and ethos of London South East Academies Trust. 		<ul style="list-style-type: none"> • Application /Interview

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