



Careers Coordinator (Maternity Cover)

Queen Elizabeth's Grammar School, Ashbourne Academy

Required to work 22.2 hours per week 42 weeks per year

QEGSMAT is seeking to appoint an enthusiastic, supportive and well-organised person to work alongside a team of dedicated support staff at Queen Elizabeth's Grammar School Ashbourne Academy, providing a professional frontline service to students, parents and visitors.

It is necessary for the jobholder to have excellent communication skills, be organised, able to meet strict deadlines, to work on their own initiative and have attention to detail.

QEGSMAT vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this.

We offer candidates:

- Support, mentoring and professional learning appropriate to the post.
- A forward looking, hardworking and enthusiastic team of staff with the desire and skills to improve outcomes.
- A location which has a highly successful school, with an aspirational ethos which leads to excellent levels of achievement.
- Staff, students and governors are committed to working together to build a positive learning environment, ensuring continuing success for all students.
- Our core values include hard work and personal courtesy. We firmly believe that the aim of always doing one's best is the key to sustained success.

QEGSMAT is committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community. We are committed to the protection of children and vulnerable adults. Appointment is subject to a clear DBS check to an enhanced level.

Please visit www.qegsmat.com where you can apply via TES. Alternately, you can contact us at hr@qegsmat.com

Closing date for applications: Wednesday 16th June 21

Interview date: Monday 21st June 21

Salary: Scale 5 £22,183 – £24,491 FTE (pro rata £12,109 - £13,369)

Start date: Monday 6th September 2021



QUEEN ELIZABETH'S GRAMMAR SCHOOL

ASHBOURNE ACADEMY

JOB DESCRIPTION

Post Title:	Careers Coordinator
Responsible to:	Assistant Headteacher
Scale:	Scale 5
Weeks Per Annum:	42
Post Objectives:	To support the academy in improving outcomes for young people, ensuring they are healthy, safe, are able to enjoy and achieve, make a positive contribution and achieve economic wellbeing.

DUTIES AND RESPONSIBILITIES

- Ensure compliance with statutory requirements to provide CEIAG (currently Gatsby Benchmarks) and the legal requirements to provide independent careers guidance and to give access to providers of technical education or apprenticeships to students in schools
- Maintaining, analysing and presenting student achievement and progression data records to identify those most in need of support
- Report on school leavers' destinations with support from leadership team
- Plan the programme of activity in careers guidance across Years 7-13 ensuring it is in line with the department and whole school improvement plan and is mapped to the CDI framework and Gatsby Benchmarks
- Effective communication with students, parents/carers and tutors to ensure that all stakeholders are informed of priorities and progress for each individual
- Co-ordination of Start Profile and other programmes and support use by the school's tutor teams
- Leadership, co-ordination and administration of the work experience programmes for Key Stage 4 and Key Stage 5 students, including liaison with external employers and agencies
- Reporting to the leadership team and governing body to ensure that all parties are informed about progression routes for KS4 and KS5 students

- Delivery of specialist resources and provision for students at key transition points: GCSE Options, Post-16 progression, Post-18 progression
- Creation of high quality resources for our tutor teams to support progression: apprenticeships, post-14/16/18 options, employability skills.
- Delivery and administration of KS4 careers events, such as World of Work, Mock Interviews and Careers Fair visits
- Support for students and parents/carers at key events: examination results days, open evenings and GCSE options evening
- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities, including organising opportunities for external organisations to engage with students
- Co-ordination of a programme careers occupational talks by visiting speakers for KS4 and KS5.
- Engaging with local networks (D2N2 and Enterprise Advisor) including employers and other careers leaders to secure the best careers provision for students.
- Keep up to date with career developments to inform practice.
- Work with other schools across the Trust as appropriate to share best practice.
- Undertaking any other duties, which may reasonably be regarded as within the nature of duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



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PERSON SPECIFICATION

Careers Coordinator

	ESSENTIAL	DESIRABLE
SKILLS	<ul style="list-style-type: none"> • Excellent communication skills both verbal and written • Systematic and practical with strong organisational skills • Self-motivated with the ability to manage time effectively and prioritise workload • Able to work under pressure and to meet deadlines • Proficient user of ICT including Microsoft Word and Excel • Practical and resourceful with a flexible approach to work • Effective communications skills • Ability to work as part of a team or independently • Ability to relate to both adults and students 	
KNOWLEDGE	<ul style="list-style-type: none"> • Understanding of the statutory requirements of Careers Education 	<ul style="list-style-type: none"> • Knowledge of Health & Safety Regulations in the work place
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working with children • Experience of working in a busy office environment 	

	fulfilling a range of administrative duties	
QUALIFICATIONS	<ul style="list-style-type: none"> • A IAG qualification or evidence of a proven track record in a similar role 	<ul style="list-style-type: none"> • Level 6 trained in Careers Information advice and guidance
QUALITIES	<ul style="list-style-type: none"> • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self-motivated • Willing to develop through appropriate CPD opportunities • Ability to develop and maintain effective working relationships within differing contexts • Calm, patient and approachable in all situations with a strong customer care focus • Able to deal with confidential information in a sensitive manner 	

Print Name:

Signed:

Date: