

## POST-16 CAREERS EDUCATION & GUIDANCE AND INDUSTRY PLACEMENT CO-ORDINATOR

### JOB DESCRIPTION

**Salary:** JCBA Grade D:  
£22,222-£24,703 per annum (£24,692-£27,448 FTE)

In addition, the postholder will be eligible to receive a performance related bonus of up to £2,500 per annum. This will be based on meeting key criteria related to T-level industry placements which will be agreed with the postholder on appointment.

**Responsible to:** Vice Principal (Post-16)

#### Terms and Conditions of Employment (key points)

- Normal staff hours are 08:20 until 17:10 Monday to Thursday with a 15:55 finish on Friday. It is anticipated that all professional duties will be completed during this time apart from attendance at parents' /open evenings, Saturday induction days and the annual Saturday Open Day.
- Academy term time only, plus Saturday induction days and the annual Saturday Open Day.
- The postholder is expected to attend the academy on A-level results day if this falls outside of term time.

#### Key Responsibilities

- Provide careers support and guidance to all post-16 learners (sixth form and apprentices) ensuring that they each have an aspirational career action plan in accordance with The JCB Academy ethos and National Careers Service guidelines.
- Ensure that all post-16 learners studying a T-level as part of the T-level Implementation Plan have the opportunity to participate in an industry placement for a minimum of 315 hours (approximately 45 working days) over Y12 and Y13.

## **Role and Responsibilities**

### **Generic Requirements**

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.
- Be prepared to work 'across the piece' being flexible and interested in other leadership areas.
- Work at all times to the standards as set out in the Staff Code of Conduct.

### **Specific Requirements**

- Act as the lead professional in the day-to-day management and coordination of industry placements and support colleagues in the delivery and development of The JCB Academy's T-level rollout.
- Visit current employers to quality assure placements and build a rapport to ensure employers remain engaged and committed to offering learners industry placements.
- Provide individual careers education and guidance to all post-16 learners and ensure each of them has an aspirational career action plan.
- Communicate to key staff (tutors, subject team leaders, etc.) qualification requirements in relation to post-16 learner aspirations and future plans.
- Develop and deliver careers workshop sessions to all post-16 learners, dependent upon an assessment of learner need, e.g. CV writing, preparing for interview, etc.
- Co-ordinate and support post-16 learners in making applications to university through the UCAS process or to further education, apprenticeships or other employment, and establish processes to ensure that appropriate plans are in place for all Y13 learners.
- Manage the post-16 work experience process, liaising with tutors to ensure learner targets are set, and liaise with parents/carers to ensure all learners obtain-appropriate work experience placements.

- Work with other stakeholders within The JCB Academy to ensure that industry placements take place in line with T-level expectations.
- Ensure there is clear curriculum planning to enable learners to undertake industry placements as part of every T-level programme and to build the skills needed as part of T-level and T-level Transition learners.
- Manage the administrative function in relation to industry placements and post-16 work experience, overseeing record keeping for placements and paperwork in respect of health and safety and risk assessments.
- Work with the wider engineering team to ensure that any activity undertaken during an industry placement meets the required objectives and that there are appropriate projects with each employer for the learners to complete.
- Develop links with partner organisations and other potential employers for the development of opportunities for learners.
- Participate in careers-related extra-curricular activities and support at least one extension activity each week.
- Maintain awareness of local and national jobs market, changes in employment legislation, working trends and training opportunities, etc.
- Develop systems to monitor post-16 learners with the potential to become NEET and work with them to overcome barriers to employment, further education or training.
- Actively promote and facilitate arrangements for employers to come into The JCB Academy as a means of developing relationships to expand the capacity of industry placements.
- Assist with the organisation of the annual careers fair event for all learners.
- Represent The JCB Academy at external events promoting the sixth form to external candidates.
- Carry out additional tasks at the request of the Principal or Vice Principal.

### **Key Accountability Measures**

- The targeted number of post-16 learners undertake a minimum of 315 hours (approximately 45 working days) over Y12 and Y13 in an industry placement.
- Annual report provided to Trustees on post-16 work experience and industry placements.
- Annual report provided to Trustees on post-16 learner destinations.
- Annual report provided to Trustees on apprentice learner destinations.

- All post-16 learners (who are not part of an industry placement or an apprenticeship) complete at least two weeks' work experience each year.
- All post-16 learners have a fully documented career action plan.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent.</li> </ul>
<b>Professional skills, experience and knowledge</b>	<ul style="list-style-type: none"> <li>• Experience in a responsible administration position.</li> <li>• Excellent planning and organisation skills.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Excellent presentational skills.</li> <li>• Strong time management skills.</li> <li>• Ability to work under pressure and to tight deadlines.</li> <li>• High degree of competency in the use of ICT systems.</li> <li>• Understanding of safeguarding and promoting the welfare of young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Understanding of the post-16 learning environment.</li> <li>• Experience of delivering careers education to groups at KS5.</li> <li>• Experience of co-ordinating UCAS applications.</li> <li>• Understanding of, and compliance with, employment legislation such as the Health &amp; Safety at Work Act.</li> </ul>
<b>Personal skills and attitudes</b>	<ul style="list-style-type: none"> <li>• Have a genuine interest in young people.</li> <li>• Have initiative and be proactive in solving problems and meeting deadlines.</li> <li>• Team player with good interpersonal and organisational skills.</li> <li>• Ability to build positive relationships with all stakeholders.</li> <li>• Access to transport to allow visits to organisations in the area which are not accessible by public transport.</li> <li>• Commitment to ongoing professional learning and development.</li> </ul>	