JOB DESCRIPTION

JOB TITLE:	Careers Coordinator
GRADE:	Grade D
WORKING WEEKS/ HOURS:	38 weeks; 37 hours per week
TIMES WORKED:	8.00am – 4.00pm Monday – Thursday 8.00am – 3.30pm Friday

ORGANISATIONAL ARRANGEMENTS:

Job holder:

Reports to: **Senior Leadership Team**

GENERAL STATEMENT

To represent RAISE Education Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for RAISE Education Trust employees. Attendance at training courses may be required as part of professional updating.

RESPONSIBILITIES/ACCOUNTABILITIES:

Main purpose of the job

To lead and manage the operational delivery of the Careers Related Learning (CRL) programme at Deer Park School. The post-holder will take full accountability for coordinating a comprehensive careers strategy that meets statutory requirements (Gatsby Benchmarks), fostering high-level partnerships with the local community and employers to enhance student outcomes.

Key Responsibilities & Accountabilities

- Programme Leadership: In collaboration with the SLT Career Link, design, implement, and evaluate a progressive Careers Related Learning programme, ensuring it meets the diverse needs of all students and aligns with national standards.
- Stakeholder Management: Act as the primary liaison for external partners, leading the recruitment and management of community volunteers, businesses, and alumni to secure high-quality careers events, such as practice interviews and careers fairs.
- Event Management & Oversight: Take full responsibility for the end-to-end planning and execution of large-scale careers events, including budget monitoring, health and safety risk assessments, and impact reporting.
- Independent Advice & Guidance Liaison: Coordinate the schedule and delivery of independent careers advice, ensuring all students have access to impartial guidance and maintaining accurate tracking of student progression.

- Data Analysis & Reporting: Manage and interpret complex student destination data and engagement metrics, providing detailed reports to the Senior Leadership Team to drive strategic improvements.
- Operational Management: Direct and oversee all administrative functions related to the careers department, ensuring professional standards are maintained and systems are optimised for efficiency.
- Compliance & Best Practice: Maintain a specialist knowledge of careers legislation and the Gatsby Benchmarks, ensuring school policy and practice remain compliant and forward-thinking.

SPECIFIC RESPONSIBILITIES

Work Experience & Workplace Learning

- Lead Placement Strategy: Manage the end-to-end "Experience of a Workplace" programme, overseeing the Careers Administrator to ensure all student placements are secure and appropriate.
- Compliance & Safety: Take full accountability for ensuring all placements undergo rigorous Health and Safety vetting; source and act upon specialist assessments for students with specific needs.
- Business Engagement: Proactively identify, contact, and negotiate with local businesses to secure high-quality placement opportunities.
- Liaison & Conflict Resolution: Act as the senior point of contact for all workplace communications, resolving complex issues raised by employers, students, or parents independently.
- Equity & Inclusion: Systematically monitor work experience data for evidence of stereotyping; design and implement strategies to ensure inclusion, equality of opportunity, and diversity within the programme.

Careers Events

- Event Management: Lead the planning, coordination, and execution of major school events, including the Careers Fair, Practice Interviews, and whole-year-group activities.
- Programme Design: Design the "programme of the day" for key careers events, managing communication with all internal and external stakeholders.
- Talent Sourcing: Research and secure high-impact speakers from industry, HE, and FE to deliver targeted careers learning.
- Impact Evaluation: Lead the feedback and evaluation process for all events, producing data-driven reports to measure success against the Gatsby Benchmarks.

Business Links & Community Partnerships

- Strategic Partnerships: Formally develop and sustain long-term links with business and community partners to support the school's careers curriculum.
- Widening Participation: Collaborate with university student progression teams to manage projects aimed at increasing widening participation and social mobility.

Careers Information, Communication & Education

- Communication Lead: Manage the strategy for careers-related communications to parents and students, ensuring a high profile for careers within the school community.
- Digital & Social Media Presence: Oversee the school's online careers platform and social media presence, ensuring content is current, engaging, and professional.
- Data Management & Statutory Reporting: Lead the collection and analysis of student destination statistics to meet the DfE "September Guarantee"; manage the school's NEET prevention data and home-liaison processes.
- Curriculum Integration: Liaise with Heads of Department to audit and record careers encounters within the classroom, ensuring careers are embedded across the curriculum.

Professional Development & Strategic Contribution

- Specialist Knowledge (LMI): Maintain up-to-date knowledge of Labour Market Information (LMI), apprenticeships, and technical qualifications to advise students and staff effectively.
- Strategic Planning: Lead on the careers section of the school Strategic Plan, ensuring all objectives meet agreed timescales and success criteria.
- Policy Compliance: Ensure all careers-related routines and practices are strictly aligned with school policy, GDPR, and national statutory guidance.

Other

- Assist both staff and students with enquiries.

- Contribute to the appropriate section of the school Strategic Plan, meeting agreed timescales and success criteria.
- Ensure that routines and practice are in line with policy and objectives.
- Such other duties as may be reasonably allocated or directed within the purview of the post.

NOTES

- The School and site is open between the hours of 6.30am and 10.30pm and Support Staff may be asked to carry out their duties during these hours in order to meet the operational needs of the school. Those staff who may be asked to work outside these times will have a note to that effect in their job description. Should work be requested outside of normal working hours this would be discussed in advance.
- Hours of work/designated lunch times may be subject to change for operational reasons.
- All applications for leave of absence, claims for additional hours, changes to published hours of working, etc. should be agreed and processed via the HR Manager and Headteacher to enable records to be kept.
- If, at the time of interview for a post, an applicant has already booked a holiday (or other event), then that will be honoured up to six months after the starting date.
- No other holidays will be granted during term time without a very exceptional reason. Notice must be given in writing at least 6 working weeks in advance.
- In exceptional cases where time off is granted it will either be as
  (a) unpaid leave, or
  (b) time made up in lieu (by negotiation).
- There are other occasions when the Headteacher may grant leave (unpaid or time made up in lieu)
  (a) Overtime has been worked by agreement with the Headteacher.
  (b) To attend a special event e.g. graduation.

FLEXIBILITY STATEMENT

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

PERFORMANCE REVIEW (IPP)

All support staff undertake an annual Individual Performance Planning cycle (IPP) in line with school policy and practice. This postholder's IPP would be line managed and undertaken by the Assistant Headteacher.

Date Prepared:	March 2026
Prepared By:	Headteacher
Date Reviewed:	
Reviewed By:	