

Post Title: Careers and Post-16 Coordinator
Pay Range: NJC Grade 4, 8-14 (*job evaluation pending*)
FTE £26,824-£29,540, **Pro-rata** - £22,971-£25,297
Line Manager: Head of Sixth Form



Chilwell School

Main purpose of the job

To coordinate and promote careers education, employer engagement, work experience and Sixth Form recruitment activities across the school, supporting improved student destinations, increased Sixth Form retention and stronger community partnerships.

Key Responsibilities

Careers Events and Employer Engagement

- Coordinate internal careers events including careers fairs, assemblies, workshops and employer talks
- Organise external visits linked to careers education and progression opportunities
- Develop relationships with employers, apprenticeship providers, colleges and universities
- Maintain an employer contact database
- Coordinate employer encounters linked to Gatsby Benchmarks
- Support departments in arranging careers-linked curriculum opportunities
- Promote careers opportunities to students and parents

Work Experience Coordination

- Coordinate work experience placements for students across the main school
- Liaise with employers regarding placements and safeguarding requirements
- Track and monitor placement completion
- Support students in securing suitable placements
- Work with pastoral teams to ensure all students can access opportunities
- Maintain accurate records and documentation

Sixth Form Recruitment and Retention

- Lead operational coordination of Sixth Form recruitment activities
- Organise Sixth Form open evenings and taster events
- Coordinate promotional activities for internal Year 11 students
- Support transition activities from Year 11 into Year 12
- Follow up with students considering alternative destinations
- Promote the strengths and opportunities of the school's Sixth Form
- Coordinate marketing materials, social media content and student success stories
- Develop relationships with feeder schools and external applicants
- Monitor application and enrolment data

Attendance and Student Engagement

- Work alongside the Attendance Officer to support Sixth Form attendance monitoring and intervention
- Support communication with students and parents/carers regarding attendance concerns
- Assist with strategies to improve engagement, attendance and retention in Sixth Form
- Identify students at risk of disengagement and support appropriate follow-up

Administrative and Organisational Support

- Maintain accurate records and reporting data
- Support compliance with Gatsby Benchmarks and careers statutory guidance
- Assist with destination tracking and reporting
- Coordinate communication with parents and external agencies
- Provide administrative support linked to careers and recruitment activities

Professional Development

- Regularly review the effectiveness of your deployment and its impact on pupils' progress, attainment and wellbeing, and responding to advice and feedback from colleagues
- Be responsible for improving your practice through training and development opportunities identified by the school, or as developed as an outcome of your professional targets
- Participate in training, learning activities and professional development

School Ethos and Employee Expectations

- To work under the direct instruction of senior staff to support access to learning for pupils and provide general support to the school and teachers in the day-to-day management of pupils and the classroom.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus
- Set a good example in terms of conduct, professional appearance, punctuality and attendance
- Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
- Maintain a purposeful and calm atmosphere.
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to your professional position as an adult working in a school.
- Work proactively and effectively in collaboration and partnership with teachers, learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

This post is subject to an enhanced DBS criminal record check and an online search.

Careers and Post-16 Coordinator Person Specification

Essential Qualifications

- GCSE English and Mathematics (Grade C/4 or above) or equivalent.
- Relevant qualification in careers guidance, education, administration, marketing, youth work or a related field, or willingness to work towards one.

Essential Experience

- Experience of organising events, projects, or activities involving multiple stakeholders.
- Experience of working with young people in an educational, training, community or youth setting.
- Experience of building and maintaining positive relationships with external organisations.
- Experience of administrative work, including maintaining accurate records and databases.
- Experience of communicating effectively with a range of audiences, including students, parents, staff and external partners.

Desirable Experience

- Experience of careers education, information, advice and guidance (CEIAG).
- Experience of coordinating work experience placements.
- Experience of Sixth Form recruitment, admissions, or student transition programmes.
- Experience of using social media and marketing to promote events or services.
- Experience of analysing and reporting on data.
- Knowledge of Gatsby Benchmarks and statutory careers guidance.

Essential Knowledge and Understanding

- Understanding of the educational pathways available to young people, including A Levels, vocational qualifications, apprenticeships, higher education, and employment routes.
- Understanding of safeguarding and promoting the welfare of children and young people.
- Knowledge of data protection and confidentiality requirements.
- Awareness of the factors affecting student attendance, engagement, and retention.

Essential Skills and Abilities

- Excellent organisational and time-management skills.
- Ability to manage multiple priorities and meet deadlines.
- Strong interpersonal and relationship-building skills.
- Excellent written and verbal communication skills.
- Ability to work independently and use initiative.
- Ability to work collaboratively as part of a team.
- Competent IT skills, including Microsoft Office applications and database management.
- Ability to analyse information and produce accurate reports.
- Ability to motivate and engage young people from diverse backgrounds.

Personal Qualities

- Enthusiastic and proactive approach to work.
- Commitment to supporting young people to achieve positive outcomes.
- Professional, reliable, and resilient.
- Flexible and adaptable in response to changing priorities.
- High standards of integrity, confidentiality, and professionalism.
- Commitment to equality, diversity, and inclusion.
- Commitment to the school's values, ethos, and safeguarding responsibilities.

Special Requirements

- Willingness to work occasional evenings to support events such as careers fairs, open evenings and recruitment activities.
- Ability to travel to external events, employers, colleges, and universities as required.
- Enhanced DBS clearance and satisfactory pre-employment checks.



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