

JOB DESCRIPTION

POST: Co-ordinator of Work Related Learning (WRL):

1. Careers Education Advice and Guidance (CEAG) and
2. Work Experience (WE)

I Principal Responsibilities:

- To be responsible to the Assistant Head (AHT)
- To act as a Curriculum Leader (modules within PSHCE) and be responsible for leading and developing this area
- To ensure the school meets in full all statutory requirements for WRL and CEAG.
- To monitor and support the overall development of students with regard to WRL, responding to individual need and monitoring the progress of different groups (e.g. PP, SEN etc.)
- To monitor students on work experience placements
- To develop and enhance the tutoring skills of others, as required

II Additional Specific Responsibilities:

- To write annually an action plan and a review document for WRL.
- To liaise with external agencies (e.g. Prospects, outside speakers etc.) and arrange talks, interviews and events which raise awareness of career opportunities
- To run an annual Careers Fair
- To put in place and monitor access arrangements for Independent Advice and Guidance (IAG)
- To brief and debrief students on work experience
- To analyse evaluations from students and take action as necessary
- To keep a WRL audit under review and plan events, with colleagues, to ensure that all strands are covered
- To manage the WRL / Careers budget and review the availability of reference material
- To develop the WRL room on *Fronter* to provide resources for students

III General Duties

- To carry out a share of supervisory duties in accordance with published schedules.
- To participate in appropriate meetings with governors, colleagues and parents relative to the above duties.
- To keep relevant areas of the website (and, *Fronter* rooms) up-to-date.

This job description may be amended at any time after consultation.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.