

## Job Description

Date last reviewed – April 26

**Position:** **MJC Careers Education Coordinator**

**Grade:** NJC Grade 8 (£32,597 to £35,412)

**Hours:** 35 Hours per week

Term time plus two additional weeks.

In some circumstances, these hours and days of work can be reduced / varied by agreement with the Headteacher and Governing Body, if the needs of the pupils and school can still be met.

### General Details:

The details of your general duties are set out in this job description but actual duties will vary in accordance with the age and needs of the pupils, alumni and young people with disabilities.

The days of work through the year are to be agreed with the Headteacher / Governing Body.

It is expected that you will adhere to professional standards and school policy and procedures at all times.

### Relationships:

The post holder will have a direct or indirect accountability to the school governing body, Head Teacher and the Careers Leader as appropriate to their specialist role as an MJC Lead.

They will work with the Woodlands Meed Careers team and teaching team.

They will network, build and maintain relationships with Brighton and Hove, West Sussex SEND HUB members, local businesses, employment agencies and transitional organisations.

They will network, build and maintain relationships with the pupils and their families, employers, and transitional organisations.

### Job Purpose:

The MJC Careers Education Coordinator will hold lead responsibility and accountability for the planning, coordination, and delivery of the Woodlands Meed careers programme for both current students and alumni. This includes facilitating a comprehensive careers programme that supports pupils into paid employment, further education, training, and volunteering opportunities. The role will ensure that pupils and alumni are provided with clear employment pathways and access to relevant, meaningful experiences. In doing so, the postholder will actively raise the aspirations of students, their families and carers, staff teams, and employers.

The role involves supporting students to develop employability skills, including the skills required to perform and learn within a job role through supported employment approaches. Responsibilities also include the coordination, delivery, and job coaching of young people participating in the Pre-Supported Internship programme.

This job description is not exhaustive. It is intended to provide a general outline of the current duties and responsibilities of the role and will be reviewed periodically in consultation with the line manager.

## **Tasks and Accountabilities:**

In collaboration with the Careers Leader, lead and coordinate the Woodlands Meed Careers Programme, ensuring it meets the Gatsby Benchmarks and Quality in Careers Standards.

Develop and maintain effective employer engagement, making full use of existing business networks, employer partnerships, and employment support group memberships.

Design and deliver employability learning opportunities tailored to pupil and alumni needs.

Manage relationships with businesses and maintain an employer engagement schedule that supports the delivery of both the Careers Programme and the Pre-Supported Internship programme.

Identify, establish, and introduce relevant employers to subject leaders to enhance curriculum links and subject-specific career pathways.

Build, maintain, and develop professional relationships with employment agencies that can support pupils and interns into meaningful opportunities.

Support the coordination and delivery of careers networking and employer engagement events.

Lead and implement a robust risk assessment process for the work experience programme, in line with organisational policies and procedures.

Support pupils undertaking work experience placements using supported employment methods.

Develop and facilitate effective into-work coaching, personalised employment plans, and transition support.

Work collaboratively with teaching teams to identify students and alumni for participation in careers programmes and related activities.

Coordinate pupils' careers personal guidance interviews in partnership with the professional Careers Advisor administration team.

Liaise with parents and families regarding Meed's Jobs Club entitlements, providing relevant labour market information (LMI), transition guidance, and ongoing support.

Lead and coordinate the alumni engagement programme, including the accurate management and analysis of transitions data.

Lead, support, and provide guidance to staff contributing to the delivery of the Careers Programme.

Work with the administration team to maintain accurate, systematic records of student progress and engagement using Compass+.

Clearly communicate the vision and purpose of the Meed's Jobs Club to the local community and Woodlands Meed staff team, delivering training where required.

Communicate effectively with, brief, and support all staff involved in careers delivery.

Measure and evaluate the impact of the MJC, reviewing the effectiveness of the Meed's Jobs Club and reporting outcomes to the Woodlands Meed Governing Body, Leadership Group, and WSCC.

**Other Duties:**

Contribute to wider school and college life participating in Woodlands Meed community events

Participating in after school employer and community engagement network events

The post holder will be expected to undertake other duties, commensurate with the post, which your direct line manager or members of the Leadership Team may reasonably and occasionally require.

Transporting pupils in Woodlands Meed vehicles.

**Voluntary Tasks:**

Minibus driving.

**Explanatory Notes:**

Woodlands Meed School offers all staff Professional Development Reviews with an agreed line manager. The main aim of this is to identify areas of success and for professional development / individual training needs. These PDRs will be scheduled annually as a minimum requirement, but ideally there should be a termly meeting and regular informal discussion.

This job description and allocation of responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Professional Development Review cycle and at any other time on request.

**Agreed Job Description:**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: *Headteacher* Date: \_\_\_\_\_

Signed: *Agreed Reviewer on appointment* Date: \_\_\_\_\_

\*Agreed Reviewer may be changed at a later date

<b>Person Specification</b>			
<b>Knowledge and skills and experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
Good general standard of education Qualifications to GCSE particularly in English and Mathematics (Grade C/4 or above) or equivalent		x	
Willingness to undertake both on and off the job training as and when deemed necessary.		x	
Training in supported employment methods		x	Training provided
IOSH trained		X	Training provided
Successful leadership and management experience in a school or other relevant organisation	x		
Experience of managing networks of employers/external organisations	x		
Experience of working with children and young people aged 11-25 with special educational needs	x		
Knowledge of employment focused person-centred planning		x	
Full clean driving licence	x		
<b>Efficient and effective deployment of staff and resources</b>	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
Awareness of local and national organisations that can provide support with delivering a careers programme		x	
Competence in using IT systems, including email, digital learning tools and case-management software.	x		
Highly effective communication and interpersonal skills	x		
Ability to communicate a vision and inspire others	x		
Ability to build effective working relationships with staff and other stakeholders	x		
Understanding of the local employment market		x	
Understanding of health and safety in the workplace		x	
Keep accurate records and share appropriately.	x		
<b>Interpersonal and Communication Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How tested</b>
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	x		
Uphold and promote the ethos and values of the school and college	x		
Ability to work under pressure and prioritise effectively	x		

### Person Specification

Knowledge and skills and experience	Essential	Desirable	How tested
Maintain confidentiality at all times	x		
Commitment to safeguarding and equality	x		