



Job Description

Careers Coordinator

Post Details

Salary: SCP 20 (£30,296 FTE - £6,463 Basic)

Location: ESUK, Culham, Oxfordshire

Contract type: Part-time (10 hours per week), term time, 0.21 of FTE

Reporting to: Deputy Heads of Secondary

Start date: April 2024

Europa School UK

Europa School specialises in languages and offers a multilingual, multicultural education, leading ultimately to the International Baccalaureate Diploma Programme (DP). The primary school is bilingual, lower secondary students follow the International Baccalaureate Middle Years Programme (MYP), with students sitting MYP e-Assessments at the end of S5 (year 11). Europa School is an all-through free school of students aged 4 to 19.

Job Description

As the Careers Coordinator, you will work with the Deputy Heads of Secondary, careers advisor, teachers and SLT to coordinate the delivery of Europa's programme of careers advice and guidance. You will also be responsible for coordination of the Work Experience programme.

Main responsibilities:

Coordination

- Coordinate the careers team, including teachers, administrators, external partners, and the careers advisor, as well as any other staff members who deliver careers guidance
- Prepare and implement a careers guidance development plan
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted, and other purposes
- Report on guidance advice to senior leaders and governors
- Understand the impacts of changing education landscapes for careers guidance
- Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website
- Plan the programme of activity in careers guidance
- Brief and support staff members involved in careers guidance or who provide initial careers information
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks



- Manage the careers section of the school website, ensuring that information is accurate and up to date
- Work with the senior leadership team to deliver our school's careers programme
- Manage the provision of career and labour market information
- Refer pupils to careers advisers
- Communicate with pupils and their parents
- Engage with relevant subject coordinators to plan their contribution to careers guidance
- Coordinate a Work Experience programme, which includes securing placements and planned lessons, CV, personal statements and interview skills.

Networking

- Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities
- Establish and develop links with employers and work experience providers
- Work with external organisations and external careers guidance services where appropriate
- Liaise with careers leaders in other schools and share best practice
- Secure funding for careers-related projects
- Maintain and grow a network of alumni who can help with the school's careers programme

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies
- Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Person Specification

The ideal candidate will be a dynamic, highly organised individual with experience in careers coordination .

Experience and Skills

- Experience of working in a school would be desirable
- Experience of successful team/ partnership work
- Good IT skills. e.g. Google Sheets

Personal Attributes



- Well organised and methodical, with a high degree of attention to detail.
- Self-motivated and resourceful; confident approach to work, enthusiastic and able to plan and undertake work with limited direct supervision.
- Willing to be flexible and hands-on; able to thrive in a small team.
- Ability to engage both staff and parents to co-operate when they have many competing demands on their time
- Quick learner
- Patience
- Ability to identify new opportunities for the school and make creative suggestions.



For more information

If you would like further information, please contact: Anna Cole-Morgan (HR Manager)

Email: applications@europaschool.uk

Deadline: See website

Europa School UK, Thame Lane, Abingdon, OX14 3DZ, UK

Tel: +44 (0)1235 524060

The important small print:

Due to this post having access to children and/or vulnerable adults, successful candidates will be required to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from taking up a post, as all cases are judged individually according to the nature of the role and information provided. The Europa School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Applicants must be eligible to work in the UK.