

CANDIDATE PACK

Work Experience and Careers Coordinator



Start date:
ASAP

Location:
Down Road
Bexhill-on-Sea
East Sussex
TN39 4HS

Part of

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



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The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

”

Maria Dawes - CEO, Schools Alliance for Excellence

Job Description

Job Title: Work Experience and Careers Coordinator

Salary: H22 to H26 on the LSEAT Harmonised pay scale

Contract Type: Permanent

Hours: 20 hours per week, term time only

Reporting To: Assistant Headteacher

Passionate about helping young people shape their future?

Join ESSA and play a key role in delivering high-quality careers guidance and meaningful work experience opportunities that support students into successful post-16 pathways.

- Careers & work experience coordination
- 1:1 and small group student support
- Employer & college engagement
- Making a real difference to young lives

London South East Academies Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an Enhanced DBS check.

East Sussex Skills Academy, located in Bexhill, recently joined London South East Academies Trust. As an alternative provision, the school supports up to 94 pupils in Years 9-11 who are unable to access mainstream education.

ESSA offers a broad range of vocational pathways. Pupils receive high quality teaching in maths, English and science alongside expert professional tuition in Construction multi-trades, Hairdressing, Barbering & Beauty, Automotive, Hospitality & Catering, Sports & Fitness and Arts & Creativity.

We are committed to helping our young people to re-engage with learning and develop the skills they need for successful progression into further education, apprenticeships and employment.



Job Description

Main purpose of the job:

- To work in a consistently professional manner supporting secondary school students to make informed career and progression choices, reducing the risk of young people becoming NEET in line with the Government Young People Policy – Raising the Participation Age (until 18 years)
- To oversee and support the delivery of high-quality work experience, ensuring students have access to meaningful encounters with employers and the world of work that develop employability skills and support progression planning
- To work proactively with local colleges, employers, projects and providers to increase student access to, and knowledge of, appropriate post-statutory pathways, including academic, vocational and technical routes
- To understand and recognise student needs across the school and support the review and implementation of the annual Careers and Work Experience Delivery Plan, ensuring provision meets career aspirations and progression goals from Year 9 through to post-16
- To work within a rolling programme structure, working alongside the Youth Employability Service (YES) who provide one-to-one guidance to all students, ensuring all students receive appropriate, current and impartial information to make informed career decisions, can access placements, and that barriers to learning, participation and placement sustainability are identified, addressed and reduced
- To work in partnership with and provide information to students, parents/carers and external agencies, supporting engagement, safeguarding and positive transitions
- To work collaboratively with SLT and teaching staff to promote engagement, attendance and safeguarding, using careers education and work experience as tools to support sustained participation and reduce NEETs
- To produce and report accurate destination, participation and NEET data when required, including contribution to Governors' reports and Ofsted evidence
- To maintain professional boundaries at all times and observe and uphold the values, policies and ethos of London South East Academies Trust, contributing to the wider vision and strategic aims of the organisation



Main duties and responsibilities

- To review the delivery of CEIAG, work experience and post-statutory support
- To deliver 1–2–1 sessions and small group work
- To support the teaching of careers elements of the curriculum
- To work within the school's delivery plan, CEIAG Policy and formal Careers and Transition structure, in line with Government guidelines and statutory requirements
- To work in collaboration with relevant staff to help support and inform all Year 11 students in researching and accessing appropriate post-16 placements in order to reduce NEETs
- To identify, develop and support high-quality work experience placements across Key Stage 4, ensuring opportunities are appropriate, inclusive and matched to students' interests, abilities and career aspirations
- To support and coordinate the KS4 work experience programme, working closely with students, parents/carers and employers, and acting as a key point of contact throughout the process
- To work in partnership with the Local Authority Work Experience Team to ensure all required procedures are followed, including employer agreements, insurance checks, parental consent and health and safety checks prior to placements commencing
- To oversee and monitor all pre-placement and on-placement requirements, ensuring safeguarding, statutory and health and safety expectations are fully met
- To visit students while on work experience placements, meeting with both students and employers to check progress, address any concerns and support successful placements
- To complete all relevant paperwork and documentation associated with work experience placements, including monitoring visit records, feedback and follow-up actions
- To ensure that logging, tracking and recording of work experience activity is accurate, up to date and maintained within school tracking and monitoring systems
- To work in partnership with SLT, the DSL and Attendance Officer to support student engagement and welfare
- To assist students in writing CVs, researching courses and exploring progression options
- To support in organising and facilitating college visits and job fairs alongside other progression-related field trips
- To source and facilitate speakers and presenters to promote career pathways, positive engagement and aspirations
- To assist in the strategic annual review of the careers and transition delivery plan
- To work in partnership with local post-statutory providers, including colleges, to create and maintain positive working relationships in order to reduce NEETs
- To undertake home visits as required and build collaborative relationships with parents/carers
- To undertake risk assessments regarding lone working procedures and assist placements in assessing student risk
- To keep accurate records and documentation relating to meetings with students and families to support safeguarding and welfare decisions
- To attend relevant professional and external meetings as agreed by the Line Manager
- To share safeguarding concerns in line with school and Trust safeguarding policies
- To work flexibly and responsively to reduce NEETs
- To produce written reports and case studies when requested
- To act as a positive role model, promoting commitment to education, punctuality and attendance
- To attend all whole-school meetings and training
- To abide by Trust policies and undertake relevant training in line with performance management and professional development
- To undertake any other reasonable duties consistent with the needs of the school and the nature of the role



LONDON
SOUTH EAST
ACADEMIES
TRUST

General Requirements

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote our STARS values, contributing positively to our culture and reputation.

Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices.

What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance Programmes
- Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.

Our Values

SUCCESS

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

	Essentials	Desirable	Evidence
Knowledge	<ul style="list-style-type: none"> • Understanding of CEIAG requirements and the importance of impartial, up-to-date careers guidance • Understanding of post-16 progression pathways, including academic, vocational and technical routes • Awareness of the importance of employer engagement and experiences of the world of work in supporting career decision-making • Understanding of safeguarding, professional boundaries and confidentiality when working with young people 	<ul style="list-style-type: none"> • Knowledge of work experience requirements, including health and safety, insurance, consent and safeguarding processes • Awareness of the Gatsby Benchmarks and their role in high-quality careers provision • Understanding of NEET prevention strategies and destination tracking expectations (including Ofsted) 	<ul style="list-style-type: none"> • Application / Interview

	Essentials	Desirable	Evidence
Skills	<ul style="list-style-type: none"> • Ability to engage, motivate and support students with a wide range of needs and aspirations • Strong communication and interpersonal skills, able to work effectively with students, parents/carers, staff, employers and external agencies • Ability to plan, organise and oversee programmes, including work experience and careers activities • Ability to identify barriers to participation and progression and implement appropriate interventions • Strong organisational skills with the ability to manage paperwork, logging and tracking accurately • Ability to analyse information and produce accurate reports, destination data and monitoring summaries 		<ul style="list-style-type: none"> • Application / Interview

	Essentials	Desirable	Evidence
Experience	<ul style="list-style-type: none"> • Experience of supporting young people (11–16) in an education, youth, pastoral or careers-related setting • Experience of delivering one-to-one guidance and small group interventions to support engagement, progression and employability • Experience of working with external partners, including colleges, employers or support agencies • Experience of recording, tracking and monitoring student outcomes using databases or tracking systems 		<ul style="list-style-type: none"> • Application / Interview

	Essentials	Desirable	Evidence
Personal Attributes	<ul style="list-style-type: none"> • Professional, reflective and student-centred approach • Commitment to equality of opportunity, inclusion and safeguarding • Flexible, proactive and solution-focused • Able to work both independently and collaboratively as part of a wider team • Resilient and able to manage competing demands within statutory timescales 		<ul style="list-style-type: none"> • Application / Interview
Other Requirements	<ul style="list-style-type: none"> • Willingness to undertake placement visits and home visits where required • Commitment to ongoing professional development • Willingness to work flexibly at key times (e.g. placement monitoring, results days, enrolment periods) • Commitment to upholding the values, policies and ethos of London South East Academies Trust 		<ul style="list-style-type: none"> • Application / Interview

How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

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