



December 2023

Dear Applicant

Thank you for considering the position of Careers Assistant at Penryn College.

We are seeking to appoint a highly professional, conscientious and organised Careers Assistant with excellent communication skills to join our passionate and committed team.

The role will involve:

- assisting and coordinating arrangements for a range of educational activities in relation to Careers
- taking an active role in the support of the educational and social needs of our students
- working with students in providing a personalised vocational leaving programme.
- supporting the careers curriculum.

The successful candidate will have excellent administration, IT and interpersonal skills, be able to work well under pressure, as part of a team and prioritise effectively. Applicants must have a clear understanding of the need for confidentiality and be able to carry out tasks independently with accuracy and diligence.

Previous experience of DofE Careers Strategy, Gatsby Benchmarks and Career Guidance and Development would be an advantage but is not essential.

This is a fixed term position until 31st August 2024 working 18.5 hours per week. The days of work are 9.00am – 3.30pm on Tuesday and Thursday and 9.00am - 4.00pm on Wednesday with a 30-minute unpaid break each day.

As this is a term time only position you are not entitled to take leave during school term. School holidays are classed as your leave and payment for leave has been included in the calculation of your salary. The salary is proportionately reduced and paid for 43.128 weeks per year. The role is paid on a grade D (£21,573 - £21,785) with a starting salary of £8,922 per annum.

The appointment is due to start as soon as possible.

The closing date for application forms is Tuesday 12th December. Interviews will take place during week commencing 18th December.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to HR Office, Penryn College, Kernick Road, Penryn, Cornwall, TR10 8PZ.

Yours faithfully

Gemma Ohly
HR Manager

Headteacher:
Tamsin Schouten

Kernick Road, Penryn,
Cornwall, TR10 8PZ

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www.penryn-college.cornwall.sch.uk

Job Description

Careers Assistant

**Post:**

Careers Assistant

Grade:

D

Responsible to:

Careers Lead, Library and Resource Centre Manager

Supervisory Responsibility:

None

Important Functional Relationships:

Internal: Head teacher, SLT Team, Careers Lead, Careers/Library Assistant, Teachers, Support Staff, Pupils.

External: Careers Hub, Enterprise Advisors, Local Businesses, Parents, Governors.

Main Purpose of Job:

Assist and coordinate arrangements for a range of educational activities in relation to the careers' curriculum. Take a pro-active role in the support of the educational and social needs of students. Support the careers' curriculum. Work with students to find them work experience placements/ to complete their Post 16 applications. Support the vocational academies programme.

Duties and Responsibilities:

- Assist with developing, organising and evaluating the Careers and Work Experience programmes.
- Assist with individual and students' awareness and developing skills and attitudes as defined by the careers' curriculum. Consider the learning support involved to ensure students learn as effectively as possible.
- Organise the Personal Guidance interviews.
- Liaise with the Careers Lead and Head of Departments to ensure careers data is uploaded to Unifrog regularly.
- To organise transport/drive the minibus to enable students to attend college trips and events. To support and accompany students on educational visits as appropriate.
- Undertake all administration associated with such activities.
- Ensure the welfare & development of students by developing positive and supportive relationships.
- Liaise with teachers, adults, students, parents and outside agencies as appropriate.
- Take an active role in the option system with students, parents and teachers. To raise awareness of open events at all post 16 establishments.
- Organising visits to local Colleges for students both after school and during curriculum time. Ensuring that pupils are aware of various post 16 options available.
- Liaise, develop links and raise awareness with local businesses and secure a range of Work Experience placements for students
- Undertake the necessary administration and organisation of Careers and Work Experience for students, including maintaining the work experience data base and Unifrog data base records, checking employers' documents etc. and to assist with unsuccessful work and vocational placements.
- Manage the team of teachers & support staff visiting students on work experience placements ensuring appropriate levels of Health and Safety, student suitability at placement and employers' requirements.
- Ensure appropriate arrangements are in place regarding Health and Safety, permissions and insurance.
- Manage & organise appropriate placements for students who require an extended work experience as part of their individual personal timetable

Job Description

Careers Assistant



Duties and Responsibilities:

- Help with modules of work and lesson plans in relation to the Careers Curriculum and Work Experience.
- Conform to appropriate arrangements regarding Health & Safety, Child Protection, permissions and insurance.
- Review, evaluate and provide feedback on the success of work placements and vocational programmes.
- Liaise with the Learning Support Departments to ensure arrangements reflect individual needs.
- Assist with the Library and Resource Centre as needed.
- Work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures.
- Adhere to and be aware of applicable rules, regulations and legislation including the schools Equal Opportunities Policy.
- Be aware of confidential issues linked to home/student/teacher/work and to ensure the confidentiality of such sensitive information.
- Work within all relevant school working practices, GDPR, policies and procedures.
- Attend appropriate meetings and school-based INSET as required.
- Be responsible for your own continuing self-development undertaking training as appropriate.
- Undertake other duties appropriate to the grading of the post as required by the Head teacher.

Person Specification

Careers Assistant



Person Specification	Essential	Desirable	How Identified
Relevant Experience	<p>At least one year's experience in a communications based admin role.</p> <p>The ability to use all Microsoft products including E-mail and Office 365</p>	<p>A minimum of 6 months practical experience of working with students or key skills.</p> <p>Experience of liaison with partners and outside agencies.</p> <p>Admin experience in a school/college environment related setting.</p> <p>Knowledge of work experience for students.</p>	<p>Application Form</p> <p>Interview</p>
Education and Training	<p>Attainment of GCSE (grade C or above) qualifications in English and Maths or equivalent</p> <p>Knowledge of the world of work and school practice</p> <p>Practical experience of E-mail, Excel, Word and other electronic applications</p>	<p>Knowledge of the 14-19 curriculum</p>	<p>Application Form</p>
Skills and Knowledge	<p>Have the ability to work under pressure and meet deadlines. Is able to prioritise workload</p> <p>Good oral and written skills</p> <p>Good organisational skills</p> <p>Excellent communication skills</p> <p>Knowledge of careers, Post 16 and vocational options.</p>	<p>Good understanding of DfE Careers Strategy and Gatsby Benchmarks.</p> <p>Good ICT skills</p> <p>Knowledge of local businesses.</p>	<p>Application Form</p> <p>Interview</p>
Personal Qualities	<p>Is passionate about helping young people build a pathway through their education to a successful and satisfying career.</p> <p>Willingness to go the extra mile.</p> <p>Professional, tactful and sensitive</p> <p>Approachable</p> <p>Hardworking and conscientious</p> <p>Good interpersonal skills</p> <p>Caring</p> <p>Work independently and as part of a team</p> <p>Patient</p> <p>Discreet and confidential</p>	<p>Willingness to share expertise</p> <p>Flexible approach</p>	<p>Interview</p>