



DARRICK WOOD SCHOOL

An Academy and Teaching School

PATHWAYS CO-ORDINATOR JOB DESCRIPTION

JOB TITLE: Pathways Co-ordinator (initially a temporary one-year contract)

HOURS: 3 days per week (21 hours per week) 38 weeks per year

DATE: February 2019

MAIN PURPOSE OF JOB:

The main purpose of this role is to ensure that pupils and their parents are able to access appropriate information setting out the possible pathways available to them beyond school and signposting ways towards these. The Pathways Co-ordinator will develop links with Darrick Wood alumni that will benefit current pupils and enable them to make informed choices about their future careers.

MAIN TASKS AND RESPONSIBILITIES

- To co-ordinate the School's Work-Related Learning (WRL) programme, liaising with staff, pupils and parents
- To collect together and disseminate information relating to careers education, advice and guidance (CEAG).
- To co-ordinate activities to promote CEAG (e.g annual Pathways event, Next Steps conferences).
- To liaise with Achievement Co-ordinators and tutors to ensure pupils gain access to the relevant advice relating to their future pathways.
- To procure relevant external advice as appropriate in conjunction with the DHT.
- To maintain the careers library and be the first point of call for pupils, parents and external agencies in matters relating to CEAG.
- To develop the alumni association in order to enhance WRL opportunities.
- To collaborate with ACs for Years 11-13 to track destinations.
- To maintain awareness of WRL developments nationally and apply this to the School's programme.
- To provide reports as required to the DHT on aspects relating to the job description.
- To support the Work-Experience Co-ordinator where appropriate.
- To undertake any other duties as may be reasonably required.

Person Specification

Good level of general education

Enthusiasm for helping young people achieve their potential

Excellent communication skills

Excellent people skills including experience of working with young people

Organised

IT competent