



Post: Careers Lead & Work Experience Facilitator

Reporting To: Senior Vice Principal

Main Job Purpose

- 1) Lead, manage & develop the Academy's careers education, information, advice & guidance programme ensuring it meets statutory requirements and the Gatsby Benchmarks.
- 2) Organise, co-ordinate and facilitate all aspects of Year 10 Work Experience.
- 3) Work with the Careers External Advisor to ensure the delivery of a high-quality careers programme that supports all students in making informed decisions about their future education, training & employment.
- 4) Provide efficient and effective administrative support.

Key Responsibilities

Strategic Leadership

- Develop and implement a whole-school careers strategy aligned with the Gatsby Benchmarks.
- Advise SLT on careers policy, resources, and compliance with statutory guidance.
- Monitor and evaluate the effectiveness of the careers programme and report to governors and Ofsted.

Programme Management

- Design and maintain a structured careers programme across all year groups.
- Organise careers events (assemblies, fairs, school trips, employer encounters, practice interviews, CV writing and apprenticeship days).
- Ensure students have access to impartial careers guidance and personal interviews.

Partnerships & Networking

- Build and maintain links with employers, apprenticeship providers, colleges, universities, and alumni.
- Liaise with external careers services and local enterprise partnerships.

Student Support

- Provide information and guidance for post-16 options (including UCAS and apprenticeships).
- Support vulnerable students and those at risk of becoming NEET.
- Track and report student destinations.

Compliance & Administration

- Maintain accurate records (Compass tool, Gatsby Benchmark audits).
- Publish careers programme details on the school website.
- Ensure safeguarding and equality policies are embedded in careers provision.

Facilitation of Work Experience

- Build and maintain strong relationships with local employers to source and secure high-quality work experience placements for students.
- Co-ordinate the end-to-end work experience process, from identifying suitable placements through to completion.
- Deliver work experience assemblies, workshops and information sessions to prepare students for their placements.
- Provide 1-2-1 guidance and support to students to help them identify suitable placements and understand workplace expectations.
- Manage and maintain accurate student work experience records and placement data using the Unifrog platform.
- Liaise with employers, students and parents/carers to ensure all placement arrangements are confirmed and clearly communicated.
- Obtain and monitor parental consent and required placement information through Unifrog.
- Ensure work experience placements meet relevant legal, safeguarding, health and safety and school requirements.
- Provide students, parents/carers and employers with relevant documentation, guidance and information regarding roles, responsibilities and expectations.
- Co-ordinate pre-placement meetings with students to ensure they are fully prepared and understand professional behaviour, attendance, punctuality and workplace expectations.
- Visit students during their work experience placement to check on their wellbeing, progress and overall experience.
- Liaise with employers to address any concerns or issues arising during placements and provide appropriate support and guidance.
- Make telephone contact with employers to check attendance, punctuality, engagement and progress during the student's placement.
- Respond promptly to issues arising during placements and work collaboratively with students, parents/carers and employers to resolve concerns.
- Maintain accurate records of placement activity, communications, visits and outcomes.
- Support students in developing confidence, employability skills and an understanding of professional workplace expectations.
- Work closely with colleagues, employers, parents/carers and external organisations to ensure a safe, well organised and meaningful work experience programme.
- Review and improve work experience processes and procedures to enhance the student and employer experience. Support the development of strong employer links to increase the range and quality of opportunities available to students.
- Ensure appropriate communication and follow-up takes place before, during and after placements to evaluate the student experience and identify any further support required.

General

- 1) Undertake any other duties as specified by the Senior Vice Principal.
- 2) General administration duties.
- 3) Ensure GDPR compliance and training needs are maintained.
- 5) The post holder will be required to work with students on a 1-2-1 basis and liaise with parents/carers, employer placements, tutors and outside agencies.
- 6) Comply with all decisions and policies of the school, United Learning and the BCP; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.

- 7) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Knowledge and Skills

- 1) Ability to undertake more involved tasks, which require a good standard of practical knowledge and skills in that area of activity.
- 2) Good level of knowledge of computer applications including Microsoft applications and MIS
- 3) A high level of accuracy is needed in data entry.
- 4) The post holder must be able to work under their own initiative and have good organisational and interpersonal skills.
- 5) Ability to work to deadlines and have a flexible approach.

Creativity and Innovation

- 1) At busy times the post holder must be able to prioritise their workload.
- 2) The post holder may be required to create spreadsheets, documents and presentations for word processing and data entry and analysis purposes.
- 3) Creativity is a feature of the job but exercised within the general framework of recognised procedures.

Contacts and Relationships

- 1) Contact with staff, students, parents & carers and visitors to the school.
- 2) Telephone contact with external agencies such as employers, or other service providers.

Safeguarding

- 1) Undertake regular safeguarding training as required.
- 2) Ensure that statutory and Ofsted requirements for Safeguarding are met.
- 3) Promote the safeguarding of young people.

Other Duties

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

Prepared by: The Cornerstone Academy

Date: October 2026

Signed: _____

Print Name: _____

Date: _____



PERSON SPECIFICATION

Job Title:	Careers Lead & Work Experience Facilitator	
School:	The Cornerstone Academy	
ATTRIBUTES	CRITERIA	METHOD OF ASSESSMENT
Experience	General administration experience, preferably in an educational setting	Application form Interview References
Qualifications & Training	5 GCSE's with a minimum grade C or above in English and Maths, or equivalent qualifications or relevant experience Microsoft Office experience	Application form Certificates Interview
Aptitudes & Abilities	High level of accuracy and attention to detail Excellent IT skills Good organisational and communication skills Ability to work under own initiative and as part of a team Excellent customer care skills Proactive and strategic Flexible approach to tasks and able to work to deadlines Ability to handle confidential information with discretion Ability to process, understand and communicate information, including statutory and legal requirements	Application form Interview References Practical testing
Knowledge	Knowledge of Microsoft Office Competent in data entry/analysis and reporting requirements Knowledge of school's behaviour and management policy and procedures Knowledge of school's fire and emergency procedures Knowledge of Child Safeguarding procedures Knowledge of work experience/careers in schools (desirable) Knowledge of the Gatsby benchmarks (desirable)	Application form Interview References
Attitude / Motivation	Pro active Team player Good interpersonal skills	Application form Interview References
Other Factors	Ability to manage and prioritise a busy workload Commitment to Equal Opportunities Enhanced DBS check	Application form Interview References DBS process