**Beckmead College**

**Careers and Work Experience Assistant / Teaching Assistant**

**Job Description and Person**

**Specification**

**November 2024**

**Post - Job Description**

**Careers and Work Experience Assistant / Teaching Assistant.**

**Responsible to:** Work Related Career Lead & Senior Leadership Team

**School:** Beckmead College

**Type of school:** SEN Provision

**Local Authority:** London Borough of Croydon

**Hours:** 36 hours per week, between 8am and 3.20pm. Term time only (plus INSET days). 2 days per week (0.4) Assisting the Work Related Careers Lead and 3 days per week TA (0.6)

**Location:** Beckmead College / Alverston Gardens

To work under the instruction/guidance of senior staff to undertake Teaching /care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

**Commitment to Diversity:** As a member of the Beckmead College school Team to take individual and collective professional responsibility for championing the Trust’s diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity.

**Key External Contacts:** Parents, Carers, therapists, multi-agency services, Employers, employees, Enterprise organisers, and career advisors. External businesses and community volunteers. The Careers and Enterprise Company (CEC), and local authority representatives.

**Core Duties**

* Assist the Work Related Careers Lead with the planning and delivery of career related opportunities in accordance with the Beckmead College Careers programme and the Eight Gatsby Benchmarks.
* Support pupils with CV, Personal Statements, and applications.
* Assisting with organising career workshops and assemblies
* Monitoring pupils’ responses to partaking in career workshops and events – accurately recording feedback and evaluations.
* Assist in conducting regular Career Learning audits and surveys to test students’ knowledge regarding the different career pathways options, in line with the Beckmead College Provider Access Policy.
* Assist students with their transitions to further education, employment, and training.
* Support with Monitoring and tracking of the destinations Post 16 & Post 18 leavers.
* Establishing and maintaining constructive relationships with all key stakeholders involved in the delivery of CEIAG.
* Help monitor and maintain the standards of the Gatsby Benchmarks across both schools.
* Undertake routine visits to exhibitions and career events.
* Assist in organising whole school in house (across sites) career fairs and exhibitions.
* Ensure all CEIAG delivery partners have provided necessary documentation (DBS certificates, two pieces of Identification and insurance details (if necessary).
* liaise with managers, to ensure the maintenance and updating of efficient, accessible information and record keeping systems. This includes the Career and Enterprise Compass Evaluation tools.
* Facilitate mailshots, workshops, and other related business.
* Identify students who are ready to embark on work experience.
* Assist in finding suitable Work Experience (WEX) placements for Year KS4 & KS5 students.
* Carry out necessary Health & Safety checks on businesses and employers.
* Keep abreast of any changes within WEX legislation.
* Monitor students on WEX placements and ensure employers complete their performance logs.
* Compile WEX data reports on Career Related Learning (CRL) success or areas for improvement.
* Help to source, recruit, brief new employers to the programme.
* Engage employers, where appropriate, to support other work related or vocational learning activities, i.e., assemblies, workshops, and motivational talks.
* Chaperone students to and from their work experience placements and/or interviews. To carry out in line any other duties that may reasonably be requested by the WRCL that are with the purpose and the level of this post.
* Organise and oversea the Beckmead 16-19 bursary.

**Green Statement This will involve:**

* Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy’s Green Commitment.
* Demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling, and waste reduction) in management of the service provision.

**Data Protection This will involve:**

* Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
* Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
* Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy.**

**Confidentiality This will involve:**

* Treating all information acquired through employment, both formally and informally, in confidence.
* There are strict rules and protocols defining employee access to and use of the School/Academy’s databases.
* Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

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| **Key Accountabilities and Result Areas:** |  |
| **Safeguarding** | **This will involve:**   * Maintaining a personal commitment to and understanding of the responsibilities for safeguarding under the Children Act 2004 and participate in appropriate training |
| **Equalities/Diversity** | **This will involve:**   * The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice, and discrimination. |
| **Health and Safety** | **This will involve:**   * Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| **To contribute as an effective and collaborative member of School Team** | **This will involve:**   * Participating in training. * Being able to demonstrate competence. * Championing the professional integrity of the work experience service * Supporting electronic management of processes. * Actively sharing feedback on the school’s policies and interventions * Attending parent evenings and ensuring relevant career information is available. |

**Essential skills and abilities:**

* Good numeracy/literacy skills.
* Be able to react constructively to challenging situations involving the care and management of individual children.
* Being able to deal with emotional and physical challenges.
* Good verbal and written communication skills.
* Participate in development and training opportunities.
* Good knowledge of the 8 Gatsby Benchmarks.
* Knowledge of using specialist Career guidance ICT resources (Morrisby Tool).
* Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post.
* Hold a full UK Driving license with access to your own vehicle
* Use basic technology – computer, video, and photocopier.
* Ability to relate well to children and adults.
* Basic budgeting skills to track bursary expenditure
* Displays commitment to the protection and safeguarding of children and young people.
* Participate in development and training opportunities.
* Ability to self-evaluate learning needs and actively seek learning opportunities.

**Special conditions:**

* Enhanced DBS Check.
* Full UK driving license.
* Above-average exposure to pupils with traumatic, degenerative, terminal conditions, or who have difficult and demanding behavioural problems, will require the postholder to cope with above-average levels of emotional stress.
* Close contact with pupils may result in some exposure to bodily fluids.
* May require Hepatitis B vaccination.
* Particularly in schools that have pupils with behavioural difficulties, the postholder can be at risk of physical injury and needs to remain vigilant and observe risk assessment protocols. Members of staff must take part in the behavioural and physical intervention training that it is offered by the school.

**Additional Duties**

* Providing clerical/administrative support, e.g. photocopying, typing, filing, administer WEX coursework etc.
* Helping to monitor the Gatsby Benchmark 5 & 6 Standards of across both schools.
* Assisting in ensuring the WEX resources and information are current and up to date.
* To liaise with appropriate staff members and employers working with the students to ensure all needs and requirements are being met.
* Assist with the processing of Post 16 student Bursaries.