

## Job Description

**Job Title:** DYW School Coordinator

**Salary:** £25,357.50 per annum

**Location(s):** Golspie High School, Dornoch and Tain Academies

**Contract:** 35 hrs full time (42-week term contract) with salary paid over 12 months of the year

Fixed Term Contract to 31 March 2024 with a view to extending, subject to Scottish Government funding on an annual basis.

**Responsible to:** DYW Lead

**Responsible for:** No line management responsibility

### Overall Purpose of the Post:

The purpose of the role is to use your industry background and knowledge to help drive forward work-based learning and industry engagement with pupils, increasing their career awareness and skills development to help prepare them for the world of work.

Under the Young Person's Guarantee, these posts are funded by the Scottish Government, reaffirming their commitment to the DYW agenda within schools. The school Coordinators role is important in establishing employer engagement partnerships to inspire young people in their career choices.

### Key Responsibilities

#### Employer Engagement

- Strengthen partnerships with businesses, learning providers e.g. colleges, third sector organisations, to enhance curriculum delivery and design.
- Increase the number of businesses working directly with schools who can provide industry-led activities to all pupils, raising awareness of the Young Persons Guarantee.
- Work alongside the regional DYW group to ensure that support is targeted at groups aligned to DYW KPIs.
- Work closely with Teachers, SDS Careers Advisor, MCR Pathways Coordinators (where applicable) and wider partners to encourage employer activities targeted to pupils who would benefit most.
- Ensure DYW is embedded across each stage of the curriculum in senior phase, across broad general education and at points of key transition. Utilise accessible data, ensuring employer engagement interactions are aligned to pupils' preferred occupation, route and anticipated leave date, whilst recognising our current and emerging labour market growth and demand sectors

#### Partnerships and networks

- Liaise with School Senior staff, Deputes, Subject Leads and other relevant staff to ensure DYW agenda is reflected within the curriculum.
- Support teaching staff by identifying industry relevant experiences and qualifications by encouraging relevant partnerships.

- Liaise with staff who deliver work-based learning e.g. Foundation Apprenticeships (Level 4/5/6), Work Experience and Career Ready Programmes, to enhance employer participation

### Monitoring and review

- Recording and evidencing school & employer activity and data associated with DYW.
- Work in partnership to increase participation in work inspiration and work experience activity.
- Undertake regular review and evaluation of programmes and activities associated with DYW.

### Leadership

- Lead on delivering the KPIs set out by the Scottish Government
- Develop a school DYW working group that supports the DYW objectives within the school and those included within the school improvement plan.
- Be the lead in engaging with and organising activities, increasing opportunities for pupils and educators.
- Work as a part of a DYW Coordinators network, influence partnership groups and the DYW Regional Team to support the development of projects & resources.
- Use your industry knowledge to generate creative and innovative approaches to delivery of DYW.

The role also includes any other duties as appropriate to the post and changes to grant funding requirements.

To ensure that we make effective use of our staff resource, there may be a requirement to support colleagues in other schools and in the core team. Flexibility to respond to the needs of our stakeholders may require work on evenings and some weekends for events.

The role is classed as 'Regulated Work' A Protection of Vulnerable Groups (Scotland) membership is required (application to the scheme made by the Chamber of Commerce upon conditional offer of the post)

All responsibilities and duties are to be carried out according to the Caithness Chamber of Commerce's standards, policies and procedures.

## Person Specification: DYW School Coordinator

Listed below are some of the skills, knowledge, experience, and qualification we consider relevant to this role. It is unlikely we'll find candidates who have all of these, but if you think that you can bring most of these to this role, we would love to hear from you.

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| <b>Skills, ability, knowledge</b>  |
| Strong verbal and written communication skills with attention to detail and accuracy, including the ability to present to various audiences. |
| The ability to engage with employers and the business community.   |
| Ability to develop relationships with a wide variety of colleagues and stakeholders.   |
| Competent knowledge and use of IT/computer skills and database management.   |
| Ability to manage and prioritise workload, working as part of a team to ensure delivery of KPIs.   |
| Awareness of current DYW policies and priorities, including Career Education Standard.   |
| Knowledge and understanding of Broad General Education/Senior Phase curriculum offer and delivery.   |
| Knowledge of apprenticeships and employment climate.   |
| Knowledge of post school transitions for young people, including those with additional support needs.  |
| <b>Personal Qualities</b>  |
| Relationship and stakeholder management (these will include young people, education and industry partners)                                   |
| Creative and innovative with the ability to use initiative.  |
| Enthusiastic and flexible with a 'can do' attitude.  |
| Keen networker.  |
| <b>Qualifications/Experience</b>   |
| Experience and knowledge from working in the private sector industry   |
| Experience of working with employers/education/young people or employability experience.   |
| Experience of working with a broad range of stakeholders.  |
| Experience of project planning and implementation  |
| Depending on the school location a Full UK driving licence and access to a vehicle   |