JOB DESCRIPTION

Job Title: DYW School Coordinator	**Grading:** 10-13
Section: DYW	**Reference:**
Job Objectives: • To support schools to embed the Developing the Young Workforce Strategy and other employer offers within the curriculum • Monitoring and reporting on DYW activity within each school • Foster, create and maintain long-term business-school partnerships • Create and implement a structure for employer engagement which reflects Moray and individual school demographics. • Support school management and partners in fulfilling national priorities around employability, Career Education Standard, Work Placement Standard and Career Management Skills. • Support the delivery of local and national KPIs	
Reporting to: DYW Moray Programme Manager	
Reporting to the position: None	
Interface with:	
Approved by:	**Date:**
Signature of Post Holder:	**Date:**

Duties and Responsibilities:

The focus of the role is to develop and implement a programme of employer engagement aimed at enhancing the curriculum and increasing pupils' career awareness and skills development. The main responsibilities will be developed in line with the following:

Pupil focused delivery

- Ensure that DYW is appropriately highlighted and embedded across each stage of the curriculum in the senior phase ensuring a range of pathway opportunities
- Work alongside the regional DYW group to ensure that support is targeted at groups aligned to DYW national and local KPIs
- Work alongside SDS Careers Advisor and guidance staff to ensure that employer offers are targeted at the pupils who would benefit most
- Work with key local partners and stakeholders to provide industry led activity which will support pupils to develop their CMS before they transition to post school and engage with local Youth Guarantee services
- Support wider ambition for Foundation Apprenticeships Level 4/5/6

Partnerships and networks

- Liaise with the Senior Management Team and Principal Teachers in our secondary schools to ensure strategic direction of the DYW agenda is reflected within the curriculum.
- Support teaching staff to deliver meaningful industry relevant experiences and qualifications, liaising with relevant staff to support Work Experience and work readiness programmes by sourcing placements
- Foster and establish partnerships with businesses, other learning providers e.g. colleges and third sector organisations.
- Manage all DYW and wider programmes to promote opportunities within the wider school community i.e. pupils, teachers, parents, and other partners

Monitoring and review

- Manage all reporting of school activity and data associated with DYW (in relation to both National and local KPI's), while providing evidence of activity at key stages throughout the year
- Increasing participation across the whole school in work inspiration and work experience activity with particular reference to those furthest away from the labour market
- Increase the number of businesses working directly with the school to improve opportunities for young people, supporting the connections with key local businesses
- Undertake regular review and evaluation of programmes and activities associated with DYW and report to main stakeholders on a regular basis

Leadership

- Develop a school DYW working group that supports the DYW objectives within the school and those included within the school improvement plan

- Work as a part of a DYW Coordinators network to create specialisms to develop and deliver to all schools
- Develop staff understanding of the CES and CMS, supported by the school leadership team and SDS

Other

- To maintain an understanding and comply with the college requirements in relation to Equality and Diversity and Health and Safety
- To comply with the college Code of Conduct for staff
- To participate in staff development activities and the College Staff Review Scheme.
- To undertake such other reasonable duties as may be delegated from time to time by the line manager(s).