

JOB TITLE: DYW North Highland School Co-ordinator

SALARY: £24,150 per annum (based on a 42-week term/35 hr contract), pro-rata paid in 12 equal salary payments.

LOCATION: Dornoch Academy & Golspie High School

HOURS: 1 post - 28 hours (4 days)
Will also consider 2 posts – 1 for each individual school (14 hours)

RESPONSIBLE TO: DYW North Highland Project Lead

DYW North Highland is one of the 21 industry-led regional groups, working with Highland Council local authority secondary schools to bridge the gap between employers and education, helping young people find fulfilling careers, and facilitates relationships between employers and education.

KEY DUTIES AND RESPONSIBILITIES:

The main role of a DYWNH School Coordinator is to develop and implement a programme of employer engagement aimed at increasing pupils' career awareness and skills development to ensure they can move into a positive sustainable destination on leaving school.

Facilitate and support employer engagement and assist in the delivery of the school DYW and improvement plans

- Support the development and implementation of a structure for employer engagement which reflects the school's demographic and maintains a network of partners within the local business community to help fulfil national priorities around Employability, Career Education Standard and Work Placement Standard.
- Act as a point of contact for businesses keen to get involved and support our young people as part of the Young Persons Guarantee and enhance employer engagement within the curriculum
- Build strong relationships with school staff and other delivery partners within the schools to identify their needs for employer engagement
- Identify, facilitate, and monitor engagement activities between schools and employers
- Review, refresh and expand the strategic partnership agreements between schools and employers facilitated by DYW
- Identify opportunities for employers to develop apprenticeships, signposting the businesses to supporting organisations as required

Pupil focused delivery

- Work with school pastoral support/guidance teachers, DYW staff, SDS careers advisors, other employability teams to identify young people who would most benefit from increased employer engagement and facilitate the employer aspect of these interventions
- Work alongside SDS Careers Advisor, DYWNH School Co-ordinators and school staff to ensure that employer offers are targeted at pupils who would most benefit
- Work with key local partners and stakeholders to deliver industry led activities supporting pupils post school transition, whilst engaging with Youth Persons Guarantee services and provision

- Support wider ambition for work based and vocational training including the Apprenticeship family.
- Ensure that DYW is highlighted and embedded across each stage of the curriculum in the senior phase
- Support the development and delivery of activities to S1–S3 pupils as part of the local DYW entitlement

Partnerships and networks

- Liaise with schools Senior Management Team and Principal Teachers to ensure strategic direction of the DYW agenda is reflected within the school curriculum and school improvement plans
- Support teaching staff to deliver meaningful industry relevant experiences and qualifications
- Liaise with Highland Council in supporting their Work Experience and other similar programmes by sourcing placements and relevant employer interventions
- Foster and establish partnerships with businesses and other learning providers e.g. colleges and third sector organisations
- Work with the DYW local team on co-delivery aspects of the DYW local and national programmes and requirements
- Proactively collate information on all DYW and wider programmes available, to ensure promotion of relevant opportunities within the wider school community i.e. pupils, teachers, parents

Monitoring and review

- Manage reporting of school activity and data associated in relation to DYW Key Performance Indicators
- Increase number of businesses working directly with the school to improve opportunities for pupils

Leadership

- Be the school lead in engaging with multiple resources to optimise the opportunities available to learners
- Develop, within the school, a good understanding of the local economic profile, growth businesses and industry sectors
- Lead staff development sessions as appropriate for school staff

Other Duties:

Additional duties may be required and may vary without changing the general character of the position. These variations would not justify reconsideration of the grading, but may require updating of the job specification

Personal Specifications

ESSENTIAL ATTRIBUTES:

Candidates must provide evidence of the following:-

Experience

- Knowledge / Experience in the private sector and an understanding of business-related operations

Skills / Attributes

- Good Communication and Interpersonal skills with the ability to work with others and as part of a team
- A good range of ICT skills - a working knowledge of Office 365 suite
- Social media skills. Good working knowledge of a range of social media platforms
- Good time management and planning skills with the ability to work autonomously
- Knowledge of the Apprenticeship family

Interpersonal and Social Skills

- Be able to form a range of partnerships across the public and private sectors

TO APPLY:

Please send a full CV along with a brief, outlining why you consider yourself the best person for the post. The brief should be a maximum of 2 A4 sheets showing evidence of the criteria in both the job and person specification. CV and brief should be emailed to:

Nicola Innes
DYW Project Lead

jane@dywnh.scot

Closing date for applications: 5:00pm **28 October 2022**