



BERKHAMSTED

— 1541 —

Job Description

Senior School Careers/Mini-MBA Coordinator

Responsible to: Head of Careers

Job Purpose:

- ❖ Co-ordinating and delivering Careers advice, support and education to Years 7-11 at Berkhamsted Boys and Berkhamsted Girls
- ❖ Continuing to develop new Senior School Careers provision
- ❖ Co-ordinating and administering the Mini-MBA online and taught programme in conjunction with Ashridge Hult as well as planning and running of events associated with the programme.
- ❖ Continuing to develop the Mini-MBA programme

Hours of Work:

21 hours per week (3 days per week) term-time only, plus two weeks (which includes being available on GCSE results day and the week leading up to September inset day). Expectation to be present on days when Senior Careers / Mini-MBA events are running.

Areas of Responsibility:

Senior School Careers

- Plan the Senior School Careers Programme in conjunction with the Careers Department / approval of SMT and in liaison with the Heads of Girls and Boys Schools and the Head of PSHE.
- Arrange and manage delivery / execution of the Senior School Careers Programme e.g. Junior Apprentice, Careers Conference, University Visits, with administrative support from the Careers Administrator. Includes preparation of paperwork, obtaining feedback after events as well as ensuring that there is sufficient integration with PSHE before and after events to ensure lasting benefits.
- Develop new initiatives where appropriate to ensure the school is meeting the objectives set out in the Government's latest Careers Strategy (2018) and the Gatsby Benchmarks.
- Co-ordinate with the Head of PSHE to support with materials relevant to Careers for PSHE sessions for Years 7-11, including organising online testing via Morrisby, Kudos, Fast Tomato. Follow up with Heads of Houses / tutors to ensure best use of Morrisby in A Level Choices discussions with individual students.
- Offer initial one to one personal guidance sessions, where required by individual students, keep records and copy in relevant Heads of House / tutors etc. (though note full guidance interviews should be provided by a qualified Careers Advisor).

- Maintain careers resources displays in both campuses; signpost relevant opportunities to all students in Year 7-11 e.g. Medic Insight events; Veterinary events; STEM events and liaise with subject departments, where relevant, to encourage uptake.
- Provide support / information where required for GCSE / A Level Option Talks.

Mini-MBA

- Run events such as Strength Deployment morning, Business Simulation Day with Ashridge Hult and sessions delivered by external / additional speakers; secure speakers as required.
- Administer online elements of course in conjunction with Ashridge Hult e.g. set up students and teachers on Ashridge Hult portal (Canvas) and Strengths Deployment questionnaire, liaise with Ashridge Hult, follow up students who have not completed required elements.
- Manage decision point process where students elect whether to continue with Mini-MBA.
- Manage teaching team and recruit additional teachers where necessary; oversee smooth running of taught element.
- Coordinate assessment and moderation of student work with teachers and Ashridge Hult faculty; arrange award of certificates.
- Oversee checking / settlement of invoices raised by Ashridge Hult in conjunction with Berkhamsted School Finance Department.
- Liaise with Ashridge Hult over course content to ensure it is up to date and running smoothly.
- Attend Sixth Open evenings and others as required.
- Calendar planning, room booking and other associated event planning requirements.
- Maintaining profile of Mini-MBA internally and externally, generating referral income via promotion to other schools.

The Mini-MBA is a programme designed for Sixth form students at and developed with Ashridge Hult. All Year 12 students participate in the first module of the Mini-MBA, which covers Personal Impact and Presence during Michaelmas term. This involves participation in a small number of whole group sessions delivered by Ashridge Hult faculty and other speakers as well as via an online course via the Ashridge Hult portal. In December of Michaelmas term, students elect whether to continue with the Mini-MBA (another option is EPQ). Those who continue attend two taught sessions (delivered by Berkhamsted School staff) per week during Lent and Trinity term covering Business Performance, Marketing and Strategy. They then complete an assignment during their compulsory work experience week at the end of the Trinity term, which is assessed by course teachers and moderated by Ashridge Hult. The final session of the course is a Business Simulation Day at the start of Year 13 run by Ashridge Hult.

Skill and Experience

- This role could suit someone with a solid business background, a careers professional or a teacher who has had previous careers involvement now looking to focus and develop in this area.
- May suit someone with relevant experience who could potentially deliver teaching of one or more of the Mini-MBA module themselves
- You will be familiar with or have an interest in education to provide careers advice and guidance to our students.
- Previous events management experience would be advantageous
- Excellent communication and IT skills