

CWW coordinator: sample role description

The way that CWW is coordinated will vary according to the nature and the size of the college, school or trainer. The following is an example of how the role might be defined. It offers a starting point for those developing a description of the role for the first time and a point of comparison for those who are reviewing the role.

Summary of role

A coordinator:

- plans, manages and contributes to the delivery of CWW
- manages the contributions of staff and partners
- develops own and others' skills for delivery of CWW
- advises senior managers and boards/governing bodies.

Provision

Role	Examples
Plan, manage and contribute to the delivery of CWW	<ul style="list-style-type: none">• Producing a scheme of work.• Developing resources for staff use including through joint work with partners such as Careers Wales.• Securing effective deployment of resources.• Organising specific activities such as team enterprise activities and business simulations.• Informing families about what is planned and how they can help.• Managing provision of resource areas and facilities.• Displaying information including materials created by learners.• Maintaining profile for subject area on intranet/website.• Auditing and evaluating both the provision and its delivery.

Coordination

Role	Examples
Manage the contributions of staff and partners	<ul style="list-style-type: none">• Meeting with relevant staff to review their contribution and build a shared vision.• Helping to negotiate partnership agreements.• Prioritising and improving work with partners.• Liaison with Learning Coaches.• Arranging/managing work-focused experiences including briefing and debriefing.• Maintaining business and community contacts.• Organising/supporting careers convention activities.

Training

Role	Examples
Develop own and others' skills for delivery of CWW	<ul style="list-style-type: none">• Using opportunities to extend skills in and knowledge of CWW.• Acquiring relevant organisational skills.• Briefing business partners on educational matters.• Arranging mentoring and training for other staff.

Management advice

Role	Examples
Advise senior managers and boards/governing bodies	<ul style="list-style-type: none">• On learners' development and outcomes.• On meeting both national requirements and local needs.• On resource requirements.• On research and inspection findings, as applicable to the local situation.• On delivery for different groups.• On cross-curricular linkages.• About issues arising out of leavers' destinations information.• About progress with regard to stereotyping and other equal opportunities matters.