

Job Description

Job Title	Careers Lead
Grade	Scale 6 (Range 13-20)
Reports to	Deputy Headteacher
Job Purpose	<ul style="list-style-type: none"> To take lead responsibility and accountability for the delivery of the school's programme of careers advice and guidance.
Duties	<p>Leadership</p> <ul style="list-style-type: none"> Lead the careers team, including teachers, administrators, external partners, and any other staff members who deliver careers guidance Prepare and implement a careers guidance development plan Review and evaluate careers guidance and provide information for school improvement planning, Ofsted, and other purposes Report on guidance advice to senior leaders and governors Understand the impacts of changing education landscapes for careers guidance <p>Management</p> <ul style="list-style-type: none"> Plan the programme of activity in careers guidance Brief and support staff members involved in careers guidance or who provide initial careers information Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks Manage the work of careers staff and support tutors who are delivering careers advice <p>Co-ordination</p> <ul style="list-style-type: none"> To liaise with Essex Careers and Business Partnership devising and monitoring a programme of individual interviews for students in Years 9, 10 and 11. To organise the mock interview scheme including preparing material for delivery to Year 11 students and liaising and co-ordinating outside agencies to take part in this scheme. To co-ordinate post 16 provision in the area by publication of details of sixth form criteria and open evenings. To organise Year 11 presentation on options with ECBP and EFC. To liaise with appropriate educational links.

	<ul style="list-style-type: none"> • To assist with writing references for past students where Heads of Year are no longer at the school. • To maintain a reference system for Heads of Year. • To attend parents' evening for Years 9, 10, and parents' evening and information evening for Year 11. • To attend Year 11 meetings. • To attend local Careers Co-ordinator's meetings. • To organise and lead visits to other educational establishments and careers events. • To utilise the various software packages available to students, facilities for the construction of CVs, supporting/application letters, interactive interest-matching career programs and occupational databases, etc. • To co-ordinate Special Needs career provision. • To administer the budget for Careers capitation. • Communicate with pupils and their parents <p>Networking</p> <ul style="list-style-type: none"> • Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities • Establish and develop links with employers and work experience providers • Work with external organisations and external careers guidance services where appropriate • Liaise with careers leaders in other schools and share best practice • Maintain and grow a network of alumni who can help with the school's careers programme
<p>General</p>	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Ensure that all duties and services provided are in accordance with the school's equal opportunities policy. • The Local Schools Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Job Title	Careers Lead
Criteria:	
Qualifications & Training	<p>Essential:</p> <ul style="list-style-type: none"> • GCSE maths and English <p>Desirable:</p> <ul style="list-style-type: none"> • Diploma in Careers Advice and Guidance
Skills & Knowledge	<ul style="list-style-type: none"> • Organisational and administrative skills • Competent with common IT systems, e.g. Microsoft Office • High standards of communication (verbal and written) • Time management and planning • Ability to lead and work as a member of a team to achieve agreed objectives • Ability to establish and develop strong customer-focused relationships • Ability to handle confidential information sensitively, and knowledge of relevant data protection practices • Knowledge of the higher education and careers market • Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks • Awareness and understanding of special educational needs and disability
Personal Qualities	<ul style="list-style-type: none"> • Strong interpersonal and networking skills • Sensitivity and understanding, to help build good relationships with colleagues and pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil wellbeing and equality • Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people

Reviewed: February 2026