

Careers Officer

Secondary Phase

Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ



WOOTTON PARK

'Ipsum quod faciendum est diutius'

GRADE:
NJC Scale H14-20

EMPLOYED BY:
Wootton Park Academy Trust

LINE MANAGER:
Careers Lead

BROAD DESCRIPTION OF ROLE

- ✓ Working to support the staff team and learners to provide professional support and effective careers guidance, enterprise initiatives and employability skills across the school to meet curriculum requirements.

SCHOOL SUPPORT

- ✓ Support the *Create* Programme across KS4 / KS5.
- ✓ Attend Sixth Form, Year 6, Year 10 and Year 11 Open / Parents Evenings to provide information to learners and parents.
- ✓ Establish, develop, and maintain successful working relationships with a range of industries and Universities.
- ✓ Foster links with local colleges and training providers to support learners who leave post-16, or who wish to pursue non-Higher Education routes post 18.
- ✓ Provide relevant resources for Assemblies, Careers week, Department Leads and Form Time.
- ✓ Create printable resources for classroom displays and learners.
- ✓ Liaise with appropriate members of staff to ensure excellence of provision, to support disengaged learners and maintain accurate records.
- ✓ Assist the Work-Related Learning Team to maintain Gatsby Benchmarks and fulfil Baker Clause.
- ✓ Create connections with a variety of fields and organise guest speakers to attend Wootton Park School.
- ✓ To organise a careers day at the school once a year, inviting in companies, universities to meet with learners.
- ✓ To support learners on A-Level and GCSE results days with next steps.
- ✓ Keep up to date with current practice in Careers Guidance/Education.
- ✓ Monitor and report on destinations of year 11 and year 13 learners.

LEARNER SUPPORT

- ✓ Provide drop-in sessions for learners who want to discuss Sixth Form courses, University course options or alternative pathways to further Education.
- ✓ Run CV, cover letter, interview and study skills workshops.
- ✓ Run workshops on employability skills, personal statements and UCAS applications.
- ✓ Assist in organising Work Experience opportunities for Year 10 and Year 12 learners.
- ✓ Monitor student engagement, progress, and data across the school's careers platform, Unifrog.
- ✓ Maintain resources for learners to access.
- ✓ Work with the Careers lead to ensure careers education is integrated within the curriculum, and update the CEIAG policy.

CLASSROOM SUPPORT

- ✓ Assist in day-to-day management of behaviour for learning and the learning environment.
- ✓ To participate in record-keeping and undertake appropriate administrative tasks.
- ✓ To be actively involved in the day-to-day management of the learning environment including responsibility for the care and preparation of teaching aids, equipment, displays, materials as appropriate.
- ✓ To contribute to the assessment of learners through observation and reporting.
- ✓ To act as a tutor when appropriate.

SCHOOL SUPPORT

- ✓ To undertake induction training and participate in staff review/appraisal/performance process and make use of professional development opportunities
- ✓ To carry out the duties of the post in ways, which contribute to a supportive working environment within the school, for example; to comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the general public
- ✓ Adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school; to be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and Health and Safety at Work Act
- ✓ To attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week
- ✓ To understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies

- ✓ To liaise effectively with parents/carers, sharing and providing information as appropriate.
- ✓ To carry out efficiently the various necessary administrative functions including school requirements in relation to the proper and accurate keeping of registers and records.
- ✓ To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior staff.

SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

TRUST VALUES

- ✓ To uphold Trust values of Kindness, Respect, Positivity, Teamwork and Responsibility.

HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.