



**Affinity**  
Learning Partnership

## **Job Description and Person Specification**

Post title:	Careers Leader
Accountable to:	
Grade:	DFT 6
Post holder name:	
Post holder signature:	

## ROLE OVERVIEW:

Under the action of a member of the Academy Leadership Team, be responsible for supporting and developing the career education programme of activities, including improvement of careers education, information, advice and guidance.

## KEY ACCOUNTABILITIES:

## MAIN DUTIES

- To monitor the delivery of the Gatsby Benchmarks and Career Framework.
- To devise and deliver a comprehensive and impartial CEIAG programme across the academy which raises aspirations and prepares students for post 16, and post 18 where applicable, pathways and beyond.
- To provide advice to the Academy Leadership Team on careers policies, programmes and resources for CEIAG
- To compose the academy careers policies for review by the Academy Leadership Team
- To coordinate interventions with external partners to support students' progress including mentoring and study support.
- Establish effective relationships with young people in the academy.
- To interview students on a 1:1 basis and/or in small groups.
- To provide information, advice and guidance about a range of issues, such as careers, education, employment, training and student finance either directly or in partnership with specialist agencies.
- To research/liase with careers services, options and support organisations to meet students' needs and to develop staff awareness of post 16, and post 18 where applicable, vocational, training and educational opportunities.
- Establish and develop networking links with employers and the local business community.
- To run small group/ drop-in sessions or larger presentations on all aspects of careers and act as a mentor in a career related capacity for allocated students.
- To use ICT for administrative tasks, such as recording interaction with and tracking students.
- To keep up to date with labour market information, legislation and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- To plan and organise, in conjunction with Progress Leaders, whole academy events for different year groups or key stages.
- To attend all academy careers related events and provide support and guidance for students and parents/carers, for example, Sixth Form Opening evening, Options Evening, etc.
- Meet periodically and collaborate with the CEIAG link governor.
- Preparing reports for the Academy Leadership Team and external bodies, as required.
- To line manage staff, as required.
- Ensure that statutory requirements and reporting are met in relation to careers education, e.g. Provider Access Policy.

## SUPPORT FOR STUDENTS

- Provide additional support to young people identified as becoming NEET, with application and interview support
- To support the development of events and activities to develop students' entrepreneurial skills and lead on raising aspiration events in school and externally
- To support other aspects of pastoral care and intervention for students at risk of becoming NEET, such as, persistent absence monitoring/attendance/on call/parental engagement.
- To assist students in gaining the skills required to increase their chances of successful transition from higher education to employment.
- To assist students in drawing up action plans for employment, education and training and supporting them to achieve these goals.
- To track and monitor progression from Year 11 into further education and employment in training and to provide destinations data to the relevant authorities.
- To assist students on results day(s) with education or career paths.

## SUPPORT FOR CURRICULUM

- To encourage and implement whole-school use of online resources, within the wider academy curriculum
- To assist in planning and organising career events.

## SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

## CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: CAREERS LEADER

Education & Qualifications	Essential	Desirable
A good standard in education 5 or more GCSEs at grade C and above including Maths and English.	✓	
Good level of ICT skills including Microsoft Office package.	✓	
A minimum of Level 6 training in a career development subject or working towards this	✓	
Experience		
Experience working with or caring with children of relevant age group.	✓	
Experience of planning and organising events	✓	
Experience of developing effective relationships with external partners	✓	
Knowledge & Skills		
Ability to communicate effectively both orally and in writing	✓	
Ability to relate well to children and adults.	✓	
Have good organisational, planning and prioritising skills	✓	
Ability to work constructively as part of a team and on own initiative.	✓	
Good ICT and record keeping skills	✓	
Have a flexible approach to work and be prepared to undertake routine administrative tasks outside of the classroom if required.	✓	
Ability to remain calm in situations of high tension	✓	
Ability to manage workload and to be able to work on own initiative.	✓	
Methodical with a good attention to detail	✓	
Personal Attributes		
Customer focused.	✓	
Has a friendly yet professional and respectful approach, which demonstrates support and shows mutual respect.	✓	
Open, honest and an active listener.	✓	
Takes responsibility and accountability for own and team actions.	✓	
Committed to the needs of and building relationships with the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	✓	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	✓	
Is committed to the provision and improvement of quality of service provision.	✓	

Is adaptable to change/embraces and welcomes change.	✓	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	✓	
Acts with pace and urgency being energetic, enthusiastic and decisive.	✓	
Has the ability to learn from experiences and challenges.	✓	
Proactively seeks opportunities to increase job knowledge and understanding		
Requires minimum supervision, however would accept support and direction from senior staff members.	✓	
Build strong team ethos where everyone feels valued.	✓	
Values diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members	✓	
Understands the Academy's development plan and how it relates to team and individual objectives	✓	
<b>Commitment (DO NOT REMOVE)</b>		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	✓	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	✓	
Committed to own continual professional development	✓	
<b>Other (DO NOT REMOVE)</b>		
Ability to travel to other Trust sites	✓	
Is fluent in the use of the English language	✓	