

## Job Description



### Careers and Inclusion Officer

<b>Job Title</b>	<b>Careers and Inclusion Officer</b>
<b>Salary</b>	<b>Grade 6 – Scale Point 18-22. Actual Salary - £26,769.22 - £28,604.37. (Subject to Job Evaluation)</b>
<b>Working Pattern</b>	<b>08:00-16:00 Monday to Thursday, 08:00-15:30 - Friday</b>
<b>Line Manager/s</b>	<b>Careers Leader, SENDCO, Headteacher and The Governing Body</b>
<b>Supervisory responsibility</b>	<b>None</b>

#### **Main Purpose of the job.**

The Careers and Inclusion Officer plays a key role in ensuring every pupil is fully prepared for their future. The postholder will support the delivery of our ambitious Careers Programme and Future Ready Programme, providing impartial careers guidance, delivering targeted careers activities, and helping pupils develop the knowledge, skills and confidence needed for their next steps. This element of the role will be delivered over three days per week.

Alongside this, the postholder will support the SEND and Inclusion Department for two days per week, providing high-quality administrative and organisational support. This includes maintaining systems, coordinating processes and meetings, and working closely with the SENDCO to ensure statutory compliance and effective provision for pupils with additional needs.

#### **Duties and Responsibilities**

##### **Careers Support.**

- Conduct high-quality, impartial one to one career guidance meetings with pupils across all key-stages.
- Support pupils in exploring career options, educational pathways and future aspirations.
- Maintain an up to date understanding of local, regional and national labour market information.
- Support student to access trusted careers information and use AI and other digital tools effectively to research career pathways, opportunities and progression routes.
- Support pupils to identify realistic progression routes based on strengths, interests and ambitions.
- Work with pupils to develop individual action plans and clear next steps.
- Maintain accurate record of guidance interviews and destination data.
- Contribute to the development of the Academy's Future Ready Programme.
- Support the planning and delivery of careers event, employ encounters, workplace experiences and progression activities alongside the Career's Lead.
- Maintain accurate, compliant and audit ready SEND record in line with the SEND Code of Practice and data protection requirements.



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- Support the school in meeting statutory duties related to EHCP processes, including annual reviews, amendments and submissions to the local authority.

### **SEND and Inclusion Support**

- Support the preparation, collation and distribution of SEND support plans and review documentation
- Ensure accurate recording of interventions, support strategies and outcomes to inform next steps.
- Produce and distribute clear, timely correspondence, including reports, review invitations and consultation documents.
- Coordinate EHCP annual reviews and SEND meetings, ensuring statutory requirements are met.
- Prepare high quality documentation to support effective, outcome focused review meetings.
- Record and disseminate meeting outcomes to relevant stakeholders.
- Maintain SEND data systems to support effective monitoring, evaluation and reporting.
- Support the SENDCO in preparing evidence for inspections, audits and external reviews (e.g. Ofsted, local authority).

### **Other**

- To have professional regard for the ethos, policies, and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the Headteacher