

Job Description

Post Title: Enrichment and Careers Lead

Grade 10 FTE Pt 28 - Actual salary £32,063.49

Hours: 34.5 hours per week, Monday – Thursday 8.30 a.m. – 4.00 p.m., Friday 8:30 a.m. – 3:30 p.m. 40 weeks per year

Responsible to: Headteacher

Purpose of the Role:

The Enrichment and Careers Lead will drive the school's commitment to the 2026 Education White Paper by ensuring every pupil benefits from a broad, opportunity rich education and has clear, well supported pathways into further study, training and employment. The role exists to champion the national enrichment entitlement—providing access to arts, culture, sport, outdoor learning, civic engagement and wider life skills—so that all pupils experience a well-rounded, inclusive education.

Central to the role is strengthening pupils' exposure to the world of work and leading a coherent, high-quality careers programme that aligns with the White Paper's emphasis on clearer post16 pathways and stronger links between education and employment. This includes embedding meaningful employer encounters, raising aspirations, and ensuring pupils are equipped with essential skills such as digital literacy, financial literacy and oracy to support successful progression into future careers.

The post holder will also contribute to the wider whole-child vision set out in the White Paper by working collaboratively with staff, families and external partners to ensure all young people are supported, included and prepared for adulthood.

Key Responsibilities:

1. Leadership of Enrichment Provision

- Design, implement and evaluate a whole-school enrichment programme aligned to the national enrichment entitlement covering arts, sport, outdoor learning, civic engagement and wider life skills.
- Ensure enrichment opportunities are inclusive, accessible, and high-quality for all learners, including those with SEND or from disadvantaged backgrounds.
- Work with curriculum leaders to integrate enrichment into subject areas and whole-school culture.
- Establish partnerships with cultural organisations, youth services, sports clubs and outdoor learning providers to expand opportunities for pupils.
- Lead and organise and attend trips both in the UK and internationally

2. Leadership of Careers Education

- Lead the strategic development of the school's careers programme in line with the White Paper's emphasis on strengthened careers exposure and clearer post-16 pathways.
- Ensure all pupils receive regular, meaningful encounters with employers, further education providers, apprenticeship organisations and higher education institutions.
- Deliver careers guidance provision, ensuring statutory compliance and alignment with Gatsby Benchmarks.
- Promote knowledge of academic, technical and vocational pathways, including A Levels, T Levels and new V Levels introduced through the post-16 reform programme.

3. Skills Development & Curriculum Alignment

- Embed essential future-ready skills—digital literacy, financial literacy, media literacy and oracy—across enrichment and careers programmes in line with upcoming curriculum reforms.
- Support departments to design learning experiences that reflect labour-market needs and education-to-employment progression routes.
- Collaborate with SLT on curriculum development that promotes broad, inclusive learning and clearer transitions into further study or work.

4. Partnership & Community Engagement

- Develop and maintain strong partnerships with employers, community groups, youth organisations and public services to support whole-child development.
- Support integration of youth services, mental health support and wider community provision to ensure pupils are well-supported and ready to learn.
- Represent the school in local careers networks, employer forums and post-16 provider partnerships.
- Develop and maintain networks with our international partners in promoting overseas trips

5. Monitoring, Evaluation & Impact

- Track and analyse enrichment participation, (via Compass+) careers encounters, and pupil destinations, ensuring equitable access and strong outcomes for all groups.
- Prepare reports for SLT and Governors demonstrating the impact of enrichment and careers education on engagement, attainment and long-term pupil success.
- Use data to continuously refine provision and respond to changes in statutory requirements or national policy.

EQUALITY OPPORTUNITY

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

SAFEGUARDING CHILDREN

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance.