



JOB DESCRIPTION

Job Title: Employability and Careers Manager

Grade: Grade 4

Purpose of Job:

- Provide strategic and operational leadership for careers education, employability, workplace learning and Preparation for Adulthood across Oscott Manor School.
- Support SLT in improving, monitoring and evaluating careers education, information, advice and guidance.
- Develop employer partnerships, coordinate work-related learning opportunities, monitor Gatsby Benchmark compliance, and drive improvements in pupil destinations and outcomes

Key Responsibilities

- Lead and develop the schools' careers, employability and preparation for adulthood provision.
- Build and maintain partnerships with employers, training providers and education partners.
- Coordinate work experience, employer encounters and workplace learning opportunities.
- Monitor and evaluate careers provision, ensuring compliance with statutory requirements and quality standards.
- Track learner destinations and use data to improve outcomes and progression pathways.
- Organise careers events, employability programmes and transition activities.
- Support and develop staff to deliver high-quality careers and employability education.
- Produce reports and recommendations for senior leaders and governors.
- Promote inclusive opportunities that raise aspirations and improve outcomes for all learners.

Support Standards

- Provide careers education, information, advice and guidance support and advice to students in line with promoting their future employability
- Respond to and take steps to making sure every work experience placement is successful
- Provide general student support in the context of employability and work experience
- Monitor attendance at work experience and off-site learning
- Follow up employability matters, including for agreed target students and contact or meet with parents
- Collect and collate statements relating to employability and off-site learning, following up directly and swiftly if there are any issues
- Issue, collect and follow up work experience booklets for identified students





- Develop career support plans for all pupils in collaboration with parents/carers and class teams
- Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children
- Liaise with external agencies and work experience/offsite learning providers as well as colleges and other educational providers
- Source work experience and off-site learning providers, making sure that all relevant information is collated in relation to compliance, safeguarding, curriculum offer and contact details and all risk assessments are completed in advance
- Attend off-site quality assurance meetings and visits a minimum of half termly to each provider
- Contribute to the provision and organisation of the employability programme to raise attainment in Key Stage 3, 4 and 5.
- Contribute to organisation of Key Stage events and programmes relating to employability
- Contribute to pathway meetings as requested

Communication

- Be the first point of contact for employability, off-site learning and work experience providers, being responsible for and dealing with issues when appropriate and referring to other staff for action
- Ensure contact is made to parents whenever incidents occur at off-site learning or work experience – e.g. bullying, racial incident files
- Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files
- Notify providers in advance of any student absence
- Seek reports on student progress from key contacts and share with parents/carers and class teams
- Arrange to see parents by appointment at parents evenings and contribute towards pupil annual reports

Evaluation

- Monitor levels of engagement with employability and work experience and plan strategically for future success
- Produce reports on all issues relevant to the post termly to be shared with SLT, staff team and teaching, learning and curriculum committee

General

- Assist with other duties if appropriate
- To assist in break/lunch supervision if required
- Represent the school in a manner consistent with its ethos and values





- Contribute to school development through identified communication and consultation channels
- To respect the confidential nature of information relating to the school and students
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all organisational systems and procedures.
4. Abide by and adhere to school/Trust and Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. To observe the School/Trust Equality Policy will be required.
9. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
10. To be flexible to work across both sites as the needs of the school dictate.
11. To perform other such duties as the line manager, Deputy Headteacher or Headteacher may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions, and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Centre Support staff

Responsible to: Centre Leader

Responsible for: n/a

Job description issued after consultation

Signature of the Headteacher.....

Date

Copy received by

Signature of the Post holder.....

Date

