



Westfield School

# Careers and Employability Development Manager

Applicant Pack



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## The vacancy

### Post advert

**Deadline for applications:** 11:59pm on 11 January 2026

**To start:** ASAP

We are currently seeking to appoint a highly motivated, skilled and creative Careers and Employability Development Manager to work equivalent of 3 days a week. This is an annualised hours contract of 877.5 hours per year.

The principal focus of a Careers and Employability Development Manager is to develop and co-ordinate the careers education, information, advice and guidance programme as well as off-site work-related courses and training. Also to liaise with Post-16 and Post-18 education and training providers to work with staff, students and parents to provide the most effective support to ensure successful progression.

The successful applicant will need to have very good numeracy and literacy skills as well as excellent communication and inter-personal skills. You will need a recognised careers advice/guidance qualification and experience of working with young people in a school setting is desirable.

This post offers an outstanding opportunity to join the school at a key time.

We are looking for:

- Someone who is an excellent role model, creative and motivational
- Someone who is able to inspire and challenge young people
- Someone who has experience of working with young people
- Someone with exciting ideas who can build on existing good practice

### Role summary

<b>Post title:</b>	<b>Careers and Employability Development Manager</b>
<b>Grade:</b>	7
<b>Grade spinal point range:</b>	SCP 27-31
<b>Salary:</b>	£38,220 - £41,771 (Pro Rata Actual £19,993 - £22,101)
<b>Accountable SLT post:</b>	Assistant Headteacher
<b>Line manager (if different):</b>	
<b>Staff to be supervised or line managed by post holder:</b>	Work related learning advisor
<b>Post holder will work with:</b>	Students Other teaching and support staff
<b>Holiday and sickness relief:</b>	By and for other support staff

**Purpose of post:** To lead and manage a professional, comprehensive Careers, Information, Advice & Guidance service to the students of the school/Trust.

**Version revised:** November 2022

**Contract:** Permanent Annualised hours – 877.5 hours per year

## Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school.

The specific duties and responsibilities include but are not limited to:

### Specific duties and responsibilities

- To lead and manage a professional, comprehensive Careers, Information, Advice & Guidance service to support the students of the school/Trust.
- Co-ordinate the provision of work experience at KS4 in collaboration with other careers staff and admin staff.
- Co-ordinate the work of the CEIAG team, directing the work of the work related learning advisor and communicating effectively with the curriculum leaders (especially for vocational education and PHSE).
- In conjunction with the pastoral team, develop and co-ordinate careers programmes for all pupils.
- In conjunction with the pastoral team, intervene accordingly with potential 'Not in Education, Employment or Training' (NEET) pupils, identified by the school's risk of NEET indicators (RONI).
- Develop, implement and co-ordinate the school provision of CEIAG.
- Lead and manage the application process into post 16 education, work related learning or training.
- Develop and implement appropriate transition support to learners between the various key stages and beyond, utilising student data and liaising with appropriate staff.
- Convey to staff and students the purpose of the service and ensure that it is publicised effectively, both internally and externally.
- Identify barriers to students accessing appropriate advice and devise personalised strategies for their removal.
- Coach students and build their self-esteem through basic skills provision; support their emotional development and challenging low expectations.
- Coordinate and deliver face-to-face careers interviews for appropriate students.
- Work with the relevant staff to devise appropriate individual support plans for identified pupils and ensure their understanding.
- Work in partnership with the relevant manager and other colleagues, to ensure that the school is addressing the needs of targeted pupils.
- Liaise with universities and co-ordinate visits for pupils to visit those universities.
- Build relationships with university colleagues and encourage university speakers to come into school and promote higher education and raise pupils' aspirations.
- Ensure students are given the opportunity to follow apprenticeship pathways are provided with the support and advice required to help them succeed on these pathways

- Have input into the school's Form Time and PSHE programmes in conjunction with the Key Stage teams / Leadership Team to deliver high quality learning experiences of vocational career pathways.
- Responsible for the provision of Career Development advice to students and ensure that accurate timely advice is available for all students at various stages of their education.
- Establish and maintain accurate and detailed records regarding action planning reviews and strategies with students.
- Liaise with external providers as required to ensure that students access all available provision.
- Coordinate employer visits, mentoring of appropriate students and ensuring all key information is up to date on the website for CEIAG.
- Ensure that the CEIAG provision meets an appropriate external approved standard.
- Share with Senior Leadership Team (SLT) a progress report on a regular basis.
- Attend appropriate CPD opportunities provided by the school and external providers, funding permitting.
- Develop and maintain links to Training and Community Services Providers.
- Lead on all the school's Career Events and specific projects as appropriate.
- Liaise with Heads of year to update the school's NEET tracker and identify pupils who are potentially NEET.
- Work with other colleagues to implement strategies to prevent pupils becoming NEET, working with external agencies where appropriate.
- Attend when required Parents' Evening / KS4 Courses evening and other Open Evening events as directed by the Assistant Headteacher.
- Work with appropriate teams within the school to ensure all students have progression routes Post-16.
- Work to engage families with the specific school provision, ensuring student and family engagements events are tracked.

### **Support for the trust/school**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the Trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.

- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

### **Changes to these duties**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

## Person Specification

Job Title: Careers and Employability Development Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
<b>Knowledge, experience and skills</b>			
Relevant recent experience of motivating, mentoring and guiding young people in relation to providing the most appropriate Careers advice.	✓		A/I
Experience of leading and managing projects involving information and advice.	✓		A/I
Experience of working with young people between 11-18.	✓		A/I
Experience of co-ordinating CEIAG or Work Experience in a Secondary School.	✓		A / I
Experience of working with students on an individual, group or classroom level.	✓		A/I
Willingness and ability to innovate or to support innovation which may lead to more effective working practices which benefit students and staff.	✓		A / I
Ability to work independently and as part of a team.	✓		A/I
Openness and willingness to address and discuss relevant issues.	✓		I
<b>Qualifications</b>			
A relevant Level 6 qualification e.g. Diploma in Careers Guidance and Development or NVQ Level 4 in Advice & Guidance.	✓		A
Health and Safety Accredited training e.g. IOSH.		✓	A
Counselling Skills qualification		✓	A/I
Grade 4 or above at GCSE in English and Maths (or equivalent)	✓		A



Other skills			
A commitment to multi-agency working and an awareness of the role and function of relevant agencies.	✓		A/I
An ability to work effectively in teams, with an ability to lead and motivate other staff.	✓		A/I
An ability to engage and motivate young people.	✓		A
Ability to build and form good relationships with students, colleagues and external agencies.	✓		A/I
Ability to use own initiative to work flexibly and respond positively to a range of situations.	✓		A/I
Excellent organisation skills including effective time management.	✓		A/I/ Ref
Ability to work to tight deadlines and prioritise workloads.	✓		A/I/ Ref
Good standard of ICT skills using Microsoft Office/Outlook etc.	✓		A/I
Maintain strict confidentiality of information.	✓		A/I
To understand, support and implement equal opportunities principles and legislation in all aspects of the post.	✓		I
To maintain consistently high standards and expectations in all aspects of the post.	✓		I
To consistently and relentlessly support the academic, vocational, social and emotional needs and aspirations of young people through working with parents, staff and other colleagues and agencies in raising achievement and providing opportunities for effective and sustained progression.	✓		A/I
Willingness and ability to share expertise, skills and knowledge and ability to encourage others to follow suit.	✓		I
Interpersonal skills			
Excellent communication and interpersonal skills and an ability to relate to people at all levels (in particular students).	✓		A/I

Ability to be flexible.	✓		A
Willingness and commitment to professional development.	✓		A/I
Ability to stay calm under pressure.	✓		A/I
Excellent timekeeping and attendance.	✓		I
Understand the importance of Equal Opportunities and Health & Safety at work.	✓		A/I
Willingness to work with students on an individual, group or classroom level.	✓		I
<b>Child protection</b>			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

## Westfield School

Westfield School has a strong local reputation and has recently been oversubscribed. We are an ambitious and improving secondary school, with expanding 11-16 provision. We currently have over 1300 students and seek to provide outstanding achievement for all.

We are really proud of our school and our students. Our expanding curriculum is ambitious and enriched with our exam results improving year on year.

The environment in which we work is modern and vibrant with great facilities including generous grounds, bright classrooms with modern IT, fabulous sports facilities including astroturf and swimming pool.



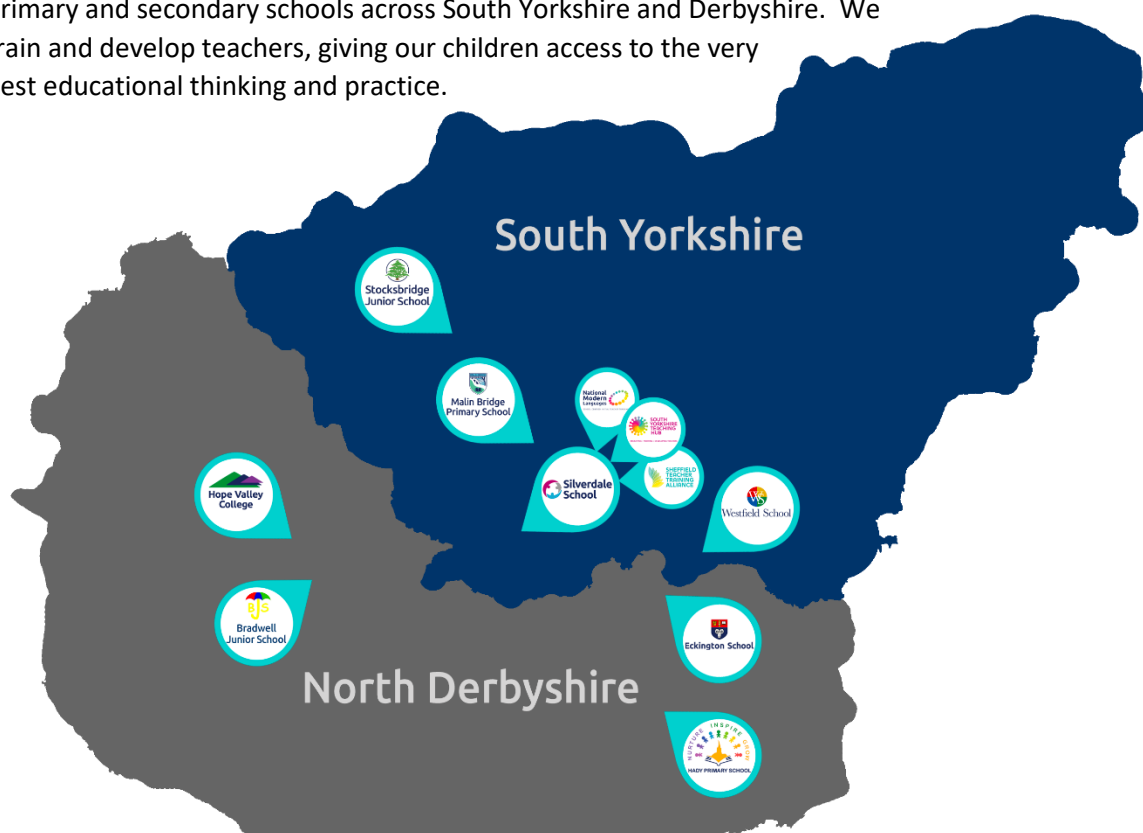
In addition to trust-wide benefits for all staff, those at Westfield School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.
- Free access to on-site leisure facilities including swimming pool and gym.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme.
- Staff wellbeing and fitness programme, run in conjunction with Sheffield United.

You can view the school website at: [www.westfield.chorustrust.org](http://www.westfield.chorustrust.org).

## Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- |   |   |
|---|---|
|  <p>An ethos of being a <b>force for good</b>; of being part of a team that enables 'outstanding achievement for all'.</p>                 |  <p>Leading edge <b>training and development</b> through the South Yorkshire Teaching Hub.</p>     |
|  <p>A <b>collaborative environment</b> encouraging knowledge sharing and support.</p>  |  <p>Discounted <b>health schemes</b> through Westfield Health and Westfield Rewards Schemes.</p>   |
|  <p>Competitive <b>pension schemes</b>: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).</p> |  <p>Term-time only contract postholders have the freedom of having <b>school holidays</b> off.</p> |
|  <p><b>Career progression</b> opportunities within a growing, local trust.</p>   |  <p>Support for <b>flexible working</b> arrangements.</p>  |

You can read more about Chorus Trust at [www.chorustrust.org](http://www.chorustrust.org).