

Job description

Job title:	Careers Lead Co-ordinator
Grade:	Grade: H6 Scale point range: points 14-19 Salary Range: £29,540-£32,061 (FTE) Pro rata based on the number of weeks worked
Hours / weeks:	32.5 hours / week, term time only plus INSET (39 weeks)
Start date:	ASAP
Reports to:	Senior Leadership Team

Westfield Academy is seeking a dynamic and driven Careers Lead coordinator to shape and lead our whole-school careers programme. This is a fantastic opportunity for a qualified teacher looking to move beyond the classroom or for an experienced careers professional passionate about student futures.

As the Careers Lead coordinator, you will be central in delivering our vision that every student leaves Westfield Academy equipped with the knowledge, skills, and confidence to succeed in further education, training, or employment. You will be the strategic lead for careers education, information, advice and guidance (CEIAG), ensuring alignment with the Gatsby Benchmarks, the Baker Clause, and DfE statutory guidance.

Main responsibilities

- Develop and implement a coherent and progressive careers strategy across all year groups.
- Coordinate meaningful encounters with employers, post-16/18 providers, and alumni.
- Manage work experience, career fairs, guest speaker events, and enterprise initiatives.
- Monitor and evaluate the impact of the careers programme using Compass+ or equivalent tools.
- Support and train form tutors and subject leaders to embed careers across the curriculum.
- Track student destinations and reduce NEET (Not in Education, Employment or Training) figures.
- Maintain effective partnerships with external stakeholders including the Careers & Enterprise Company, LEPs, colleges, apprenticeship providers, and universities.
- Maintain up-to-date knowledge of local and national labour market information.

Other

- Support and foster the aims of the Academy.
- Make themselves familiar with the contents of the Staff Handbook, the Academy's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues as per the academy policy in line with reduced timetable as are allocated to them by their Head of Faculty or Senior Leaders, punctually and efficiently.
- Attend staff meetings, parents' evenings, INSET sessions and similar important functions both in and out of normal Academy hours, and participate in the main Open Day for prospective parents and students.

- Notify their Head of Faculty and the Assistant Headteacher as early as possible if they are going to be absent from the Academy and set rigorous, appropriate work and follow the Academy's policy for notifying.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Faculty and the Deputy Headteacher.
- Take part in the Academy's performance management scheme and appraisal.

The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Westfield Academy is committed to safeguarding and promoting the welfare of Children and Young people. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.



Person specification

Attributes	Essential	Desirable (or willing to train/qualify to that standard)
General	<ul style="list-style-type: none"> Polite and courteous Discretion, probity, honesty & integrity Reliable, punctual, diligent and well-organised Excellent verbal and written communication skills Keen interest in Student development and progression pathways 	
Qualifications & training	<ul style="list-style-type: none"> Related subject degree from a recognised university 	<ul style="list-style-type: none"> Master's or equivalent Level 6 Diploma in Career Guidance and Development <ul style="list-style-type: none"> Qualified teacher status with a minimum of 1 year's experience
Relevant experience	<ul style="list-style-type: none"> Experience of working with young people in a mentoring or tutorial capacity Experience of working as part of a curriculum team to design and develop resources to support learning Proven record of developing schemes of work and of raising attainment 	<ul style="list-style-type: none"> G-Suite Previous experience in a multicultural setting Previous experience working in a student careers focussed
Knowledge, skills & abilities	<ul style="list-style-type: none"> Knowledge of a range of pedagogic approaches to cater for different learning styles, ensuring all students engage Up-to-date subject knowledge Can stretch the most able GCSE students The capacity to form positive learning-centred relationships with young people from a diverse range of backgrounds Inspiring colleagues to deliver the best teaching possible Excellent classroom practitioner 	<ul style="list-style-type: none"> Experience using Compass+, Uniforg or other careers platforms
Personal qualities	<ul style="list-style-type: none"> Commitment to improving teaching and learning, and continued professional development Flexible approach and readiness to respond to individual student needs Ability to work well as part of a team, to build trust and openness and be prepared to take direction Open-minded and forward-thinking approach to the positive use of technology in education. Passion, enthusiasm, and ability to motivate and inspire students for the subject Commitment to safeguarding and the welfare of students Willingness to be involved in the wider life of the Academy 	