



Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Careers Lead
Reports To	Assistant Headteacher
Contract Type	Permanent. Term Time plus 5 INSET Days and 5 additional days (3 days of which will cover GCSE and A Level results days in August). This is a school-based position.
Working Pattern (Days)	Monday - Friday
Working Hours (Time)	37 hours per week
Unpaid Breaks	1 hour unpaid lunch
Pay Scale & Point	H6

Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each student in a caring, stimulating and challenging environment so that each student is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each student both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

Job Purpose

The purpose of the role is to lead, develop, and deliver a comprehensive Careers Education, Information, Advice and Guidance (CEIAG) programme for all students from Year 7 to Year 13, ensuring impartial advice and compliance with statutory duties and Gatsby Benchmarks.

Main Duties & Responsibilities

General

- Provide a thorough, personalised careers service across the school.
- Deliver engaging advice, guidance and support on post-16 choices, including vocational courses, university degrees and post-16 careers.
- Show an awareness of students’ preferences and which pathway(s) would be most appropriate for them.



Watford Grammar School for Girls

- Monitor and evaluate the effectiveness of the career's guidance provision.
- Stay up-to-date with relevant CPD and developments in the CEIAG sector.
- Use destinations data to monitor choices made by pupils at the end of Year 11 and Year 13.
- Develop information for the school website about the support provided to help pupils progress into further education, training or work.

Teaching and Learning

- Produce careers information and guidance through online and hard copy literature, and visual displays in school.
- Organise PSHE Careers resources/workshops for students that prepare them for future careers, including interview skills and job applications.
- Actively promote the careers service at open evenings, assemblies and parents' evenings.
- Organise presentations by speakers from the world of work, universities and other vocations.
- Work with staff across the curriculum to prevent stereotyping and ensure all students consider a wide range of careers.
- Work with subject leaders to monitor and review the provision of careers within the school curriculum.

UCAS, Higher and Further Education Provision

- Lead and manage the application process to all forms of higher and further education, such as to university through the UCAS system, Art College, apprenticeship and other educational institutions. This may also include international applications.
- Lead the training of and support of staff who support the application process, such as the writing of references and personal statements.
- Working directly with applicants to check personal statements.
- Managing the process of writing, checking and submitting references and personal statements. Working with Sixth Form Administrators on the Administration of UCAS.
- Organise mock interviews for prospective Post 18 applicants.
- Inform and deliver information evenings for parents regarding Higher and Further Education, with support of the Sixth Form team.
- Be fully informed of the current provision for post 18 Higher and Further Education.
- Work with the PACE/ Forum Coordinator to deliver relevant sessions for Sixth Form students.
- Lead and manage all aspects of the Face the Future day, with support of the Sixth Form team.

Leadership and Management

- Encourage the training of school staff to promote careers guidance.
- Ensure staff have the necessary information to support students in considering post-16 and post-18 pathways.
- Attend and represent the school at local CEIAG meetings and Careers Hub events.
- Attend regular meetings with the Assistant Headteacher overseeing Careers, ensuring they are informed of developments.



Watford Grammar School for Girls

Programme Development

- Consult with SLT and subject leaders to create aspirational aims for students.
- Create a successful careers service which effectively places students in suitable pathways.
- Promote opportunities to reach a wider student base via external connections.

Employer and External Engagement

- Ensure employers have a voice in the classroom through inspirational speakers and role models.
- Coordinate the delivery of the Key Stage 4 and 5 work experience programme annually. This will be for 5 days for all students in the cohort.
- Coordinate the delivery of 5 days of meaningful work experiences for students across Key Stage 3.
- Develop a network of specialist partners to provide guidance on specific careers.
- Organise tailored open days for students linked to university and higher education options as well as potential career opportunities.

Equality and Diversity

- Ensure stereotyping is prevented in any advice given.
- Provide a wide range of career options for students before refining choices.
- Ensure opportunities are suitable for all, including SEND and minority students.
- Adhere to the school's Equal Opportunities Policy at all times.

Administration

- Maintain accurate records of careers activities and student interactions.
- Manage work experience placements, including health and safety checks.
- Support in preparing reports for SLT and governors on careers provision and impact, student destinations after Year 11 and Y13.
- Support with action planning to monitor progress towards meeting all Gatsby Standards.

This is not a comprehensive statement of tasks but sets out the main expectations of the role. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description. Equally the HR Manager will take ownership of some key school policies, which are reviewed by the SLT and Trustee Body.

Notes

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:



Watford Grammar School for Girls

- i. Treating students and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
 - ii. Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions as appropriate.
 - iii. Showing tolerance of and respect for the rights of others
 - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - v. Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
 - d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with students, parents, and visitors to the school.
 - e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
 - f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
 - g. This job description is not necessarily a comprehensive definition of the post.
 - h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
 - i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.

Signed: Headteacher	Date:
Signed: Careers Lead	Date:



Watford Grammar School for Girls