

Future and Aspirations Officer
Job Description

Name:	
Job Title:	Future and Aspirations Officer
Salary point range:	NJC SCP12-17
Responsible to:	
Responsible for:	To provide impartial careers education, information, advice and guidance to students, to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4 and Post 16 pathways.
Effective Date:	

Role and Context	
Qualifications:	Level 6 Diploma in Career Guidance and Development or other relevant degree qualification.
General Duties and Responsibilities:	<p>Provide good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality of opportunity and challenges stereotypes.</p> <p>To interview students on a 1:1 basis or in small groups as appropriate to student's/school's needs and ensure students have a transition and action plan accordingly.</p> <p>To prioritise 1:1 interventions for vulnerable students (PP, AN, LAC and those who are at risk of becoming NEET).</p> <p>To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training, housing and money; including signposting within school to key areas of support within the pastoral team.</p> <p>To research careers, options pathways including apprenticeships and support organisations to meet young people's needs.</p> <p>To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.</p> <p>To liaise and negotiate with other organisations, with and, on behalf of young people.</p> <p>To work with families and carers to access and facilitate the young person's wider support network.</p> <p>Organise and lead trips to external careers events and businesses with the support of the careers administrator, including the organisation of Collapsed Curriculum Day and Enrichment Week activities.</p> <p>To prioritise support and guidance for students and parents at key points in the school year; specifically GCSE options programme and evening and Post 16/[18] options evening, all Year group parents' evenings, [sixth form open events] and results days.</p>

	<p>To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking pupils.</p> <p>Set up and manage the school's CIAG social media and LinkedIn accounts, ensuring content meets the high values and expectations of the school.</p> <p>To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.</p> <p>To coordinate and manage the destination tracking of all Year 11 pupils.</p> <p>To lead the organisation, coordination and management of all education and career pathway events to include for example, careers fairs and apprenticeship events.</p> <p>To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance and PSHE.</p> <p>To plan and contribute, where necessary and appropriate, to the delivery of careers education activities and presentations.</p> <p>To organise and update school's careers library and appropriate career displays and contribute to careers focused staff training.</p> <p>To lead the organisation and coordination of the work experience placement programme. Promote meaningful work experience placements and volunteering opportunities to students throughout the school</p> <p>To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information to the Senior Leadership Team.</p> <p>Provide support to the Pastoral team as required to ensure students can be happy and successful</p> <p>Be willing to provide support to other schools within the Trust</p> <p>Create, maintain and enhance effective working relationships</p>
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<p>General Duties:</p>	<ul style="list-style-type: none"> • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority. • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme
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General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature:

Date:
