

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Aspirations, Careers and Work Experience Lead
<b>Post Holder:</b>	
<b>Strategic and operational tasks:</b>	<ul style="list-style-type: none"> <li>• Ensure a positive impact on the Academy priority of reduction in % NEETs to zero</li> <li>• Provide effective, personalised independent careers advice for all students at the Academy in order that all students develop aspirations for themselves and a positive approach to work, impacting positively on their life chances</li> <li>• Gain and maintain 'Quality in Careers' standard for the Academy</li> <li>• Oversee the Academy's Careers Advisory panel</li> <li>• Ensure the Academy satisfies the criteria for all Gatsby benchmarks on an annual basis</li> <li>• Ensure the Academy is compliant with provider access legislation</li> <li>• Oversee the delivery of an annual work experience for both Y10 and Y12 students</li> <li>• Provide the support and activities needed as part of being the Lead School for Bournemouth Careers Hub and skills builder</li> <li>• Ensure the termly updates for Compass are completed in a timely manner</li> <li>• Oversee the use of the Academy online careers platform</li> <li>• Ensure effective communication between the Academy and all external Careers providers, including liaising with external WRL providers including BCP Local Authority, CEC and CSW</li> <li>• Provide the Local Authority with annual destination data (post-16 and post-18)</li> <li>• Ensure that the Academy meets its obligation to give students independent advice and guidance on lifelong learning opportunities, and in particular post-16 and post-18 students</li> <li>• Develop links with University outreach departments and assist with the arrangement of appropriate visits for students</li> <li>• Work with the Vice Principal and Director of Business Strategy to create business links with local companies/organisations, including running a programme of business events at the Academy, including Business Breakfasts</li> <li>• Organise appropriate workplace, Higher education and enrichment visits for KS4 students</li> </ul>
<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>• Undertake regular safeguarding training as required</li> <li>• Ensure that statutory and Ofsted requirements for Safeguarding are met</li> <li>• Ensure all visits from businesses to the Academy and out to businesses by students fulfil safeguarding requirements</li> </ul>

<p><b>General duties</b></p>	<ul style="list-style-type: none"> <li>• Liaise with external stakeholders as appropriate and take appropriate action</li> <li>• With other staff, ensure that parents and carers are kept very well informed about lifelong learning opportunities for their children</li> <li>• Ensure that Academy policies and procedures are regularly communicated to staff and students so that they are clear about their rights and responsibilities</li> <li>• Help to create strong links and collaborative ways of working with the Sponsor and other stakeholders, including the wider community and neighbouring schools, ensuring that the Academy is at the heart of the community</li> <li>• Help to foster and enhance strong links with local, national and global business and education providers to support and develop opportunities for students in the business world</li> <li>• Liaise with all members of the Academy</li> <li>• Attend meetings as and when required, including Options Evenings &amp; Results Days</li> <li>• Undertake relevant training as required to support the functions of the post and to enhance personal development</li> <li>• Undertake any other duty as specified by the Principal</li> </ul>
<p><b>Additional duties</b></p>	<ul style="list-style-type: none"> <li>• To undertake such additional duties as may be reasonably required commensurate with the seniority of the grade and of responsibility within the Academy. This could include attending evening events and meetings / conferences.</li> </ul>
<p><b>Reporting to:</b></p>	<p>Careers Lead / Deputy Vice Principle</p>
<p><b>Responsible for:</b></p>	<p>Provide careers advice to students, lead the Academy's careers programme, coordinate work-related learning and alternative education arrangements. Support enterprising activities, employer liaison and engagement with the local community.</p>
<p><b>Liaising with:</b></p>	<p>Principal/Vice Principal, external agencies as appropriate, students, staff, and parents/guardians/carers.</p>
<p><b>Nature of Contract:</b></p>	<p>Standard Terms and Conditions of Support Staff</p>
<p><b>Salary Scale:</b></p>	<p>SCP 24</p>
<p><b>Disclosure Level:</b></p>	<p>Enhanced</p>

<b>Review Date:</b>	Annually as part of the Performance Management process.
<b>Section Two</b> <b>Professional Duties and Responsibilities</b>	
<b>Ethos</b>	All Academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the Academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Specialisms</b>	All Academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
<b>Self Development</b>	<ul style="list-style-type: none"> <li>• To continually seek development opportunities to improve personal performance</li> <li>• Line Manager is advised of training needs.</li> <li>• Development opportunities are sought/acted upon.</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• To act as a professional and positive ambassador for the Academy in order to support the Academy's mission and profile</li> <li>• Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes</li> <li>• Level of self-motivation and encouragement of others. Will support development of the Academy ethos and contribute positively towards the development of specialisms.</li> </ul>
<b>Policy promotion</b>	To actively promote the Academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the Academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the Academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the Academy's activities is maintained in order to protect the integrity of the organisation and its people.
<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.

**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.