

THE SELE SCHOOL



Job Description

Job Title:	Careers Leader
Grade/Salary:	H5- H6 Pro-rota Actual Salary £12,603- £14,826) (dependant on experience and qualifications)
Hours:	20 hours per week (working days may be negotiable)
Working Weeks:	39 (38 working weeks = Term Time + 5 inset days)
Responsible to:	Assistant Headteacher

Job Purpose:

Careers Leaders are responsible and accountable for the delivery of their school's programme of career advice and guidance. It is a senior role that requires the person doing it to have a clear overview of the school's careers provision and to make sure that the school meets the Gatsby Benchmarks by the end of 2020. Careers leadership involves: planning, implementing and quality assuring a careers programme for the school; managing the delivery of career guidance; networking with external partners, including employers; coordinating the contributions of careers teachers, subject teachers, tutors and SENCO. Personal and Professional Standards

- To support the aims of the school
- To be a role model in terms of professional dress and appearance, punctuality and attendance
- To use the performance appraisal process for support staff to take responsibility for own personal and professional development
- To share the school's commitment to safeguarding and promoting the welfare of children and young people
- To be aware of and comply with all relevant policies and procedures within the school
- To participate in training and other learning activities commensurate with the post

Key Responsibilities

- Lead and manage the school's careers programme, ensuring it is effectively planned, implemented and quality assured
- Ensure the school meets and maintains the Gatsby Benchmarks
- Coordinate and oversee the delivery of careers guidance across the school
- Work collaboratively with subject teachers, tutors, the SENCO and other staff to embed careers education across the curriculum
- Build and maintain strong partnerships with external stakeholders, including employers, further and higher education providers, and careers services

- Ensure all elements of careers provision are well-coordinated within a stable, structured and progressive programme
- Monitor, evaluate and continuously improve the careers programme through stakeholder feedback and student destination data

School Wide

- To plan, develop, organise and monitor a programme of careers education in school
- To contribute to the development of policies and practices in school to meet statutory guidance on Careers Education from Dept for Education (March 2015) with particular reference to the Gatsby Report Good Career Guidance (2014) and Careers guidance and access for education and training providers (2025)

Support for Students

- To provide support, advice and guidance to students (Yrs 7-11) on career-related issues
- To promote opportunities for students to learn about the workplace and develop the skills that employers' value
- To lead and manage the revised Work Experience Programme in secondary schools
- To develop opportunities for meaningful workplace experience for sixth form students
- To promote all options beyond school including apprenticeships
- To plan, organise, host and evaluate careers events in school and out of school including budget control
- To plan delivery of career education through working with teachers and support staff
- To manage the Services for Young People (independent careers advice service) contract to ensure students have age-appropriate access to impartial guidance
- To provide support as required in Student Services

Internal management

- To liaise directly with staff, students, parents and carers, governors and external contacts
- To work with teaching, achievement teams, SEN and support staff to embed careers education in the school curriculum
- To undertake analysis and interpretation of data and produce reports as required
- CPD: stay abreast of sector developments and share with colleagues as appropriate
- To manage the authorised budget for this role. Authorise payment of invoices to defined limits.
- To work with the finance team to manage accounts with suppliers (eg software licences and Services for Young People) and subscriptions such as CDI and Connect Dacorum
- To manage the career guidance meetings with Services for Young People

External impact:

- Employer engagement and networking with professional contacts to support careers education for students
- Manage content for careers pages on school website; promote achievements in Contact and in local press

Individuals in this role may also undertake some or all of the following:

- To promote cross-curricular learning, eg opportunities for student leadership and student projects in STEM and enterprise
- Attend parents' evenings and year group information evenings
- To liaise with careers leaders in other schools to share best practice
- To represent the school at external events
- To use social media to promote careers education and opportunities
- To maintain contact with Alumni whenever possible
- To contribute to marketing and promotion of the school

Safeguarding

The Governing Body of The Sele School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in all aspects of their work.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of the School's pre-employment checks. Staff will also be required to complete Child Protection and PREVENT training.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health and Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection and report all concerns to an appropriate person.

Additional Information

The jobholder is to contribute to and support the overall aims and ethos of the School. All staff are required to participate in training and other learning activities, and in performance management and development as required by the School's policies and practices.

Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar important functions both in and out of normal school hours, and participate in Open Day for prospective parents and pupils.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.