



## JOB DESCRIPTION



**Job Title: Careers Leader**

**Responsible to Assistant Principal with responsibility for CEIAG**

**Grade: 5 - £30,024 - £32,061 (FTE) - Pro-Rata for up to 37 hours per week, 39 weeks per year**

### **Core purpose and accountability**

The role of the Careers Leader is to plan and implement a strategy for developing a Career Programme for the Academy that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

The post holder will provide professional career guidance services, including personal guidance interviews, in order to improve pupils' skills, knowledge and understanding for career planning and management. The post holder will be expected to hold or be prepared to work towards the Level 6 Diploma in Career Guidance and Development

### **Key Responsibilities and Tasks:**

#### Personal Career Guidance

1. To conduct client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
2. To generate and maintain pupil records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.

#### Careers Information

1. Use expert knowledge of careers information and labour market information and Intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
2. To plan, organise and deliver the Career Programme for the Academy.

#### Career Guidance Programmes

1. To provide advice to the CEIAG Senior Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g.

Enterprise Co-ordinator/Adviser in the development and delivery of the Career Programme in the Academy and the achievement of the Gatsby Benchmarks

2. To facilitate career-related learning activities in groups with pupils

3. To monitor, evaluate and report on the effectiveness of the Academy career programme in achieving the Gatsby Benchmarks and provide information for school improvement planning, Ofsted and other purposes.

To ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools

To ensure that details of the Academy Careers Programme and the Provider Access Policy statement are published on the school's website

To act as a consultant/reference point for Heads of Year and tutors dealing with careers queries

To lead and manage all Work Experience and Work Related Learning activities throughout the Academy

To liaise with the PSHE Lead and other subject Leads to plan their contribution to careers education

To facilitate the Year 11 application process for sixth forms, colleges and apprenticeships

To actively promote careers in school assemblies and at information evenings and open days

To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector

To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required

To foster good relations with alumnae and employers to solicit their support at careers events and through networking opportunities