



## Job Description

### Careers Lead and Adviser

Term Time only, full-time or part-time – Bucks Pay Scale 4-5

### Purpose of the Job;

- To provide information, advice and guidance to students and their parents/carers in Key Stage 3, 4 and 5 in order to help them make realistic choices about future education, training and work
- To promote and highlight careers across the school so that HGSS students are highly aspirational and knowledgeable about their next steps
- To uphold the HGSS principle of *Work Hard, Be Kind, Have Passion*
- To manage key documents including the Compass tool and the Gatsby benchmarks

**Responsible to:** The Headteacher via Assistant Headteacher

### KPIs:

1. All year 9-13 students to have 1:1 careers interviews
2. All year 7-8 students to have small group career interviews/discussions
3. Year 8 students are confident that their option choices lead to their preferred pathways
4. Year 11-13 students have completed practice job interviews
5. Work experience is run successfully at KS5 and where needed at KS4
6. Destinations of year 11, 12 and 13 students are supported and known

### Duties and Responsibilities

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regards
- Interviewing students in key stages 3, 4 and 5 on a one-to-one and / or in small groups.
- Providing additional support to young people identified as at risk of becoming NEET, with application and interview support.
- Providing information, advice and guidance about a range of issues, such as careers, education, employment, training and student finance either directly or in partnership with specialist agencies.
- Assisting students in gaining the skills required to increase their chances of successful transition from secondary education to higher education, training and employment, for example interview and application skills.
- Prepare students for the UCAS and post-16 application process & the Year 9 into 10 Options process.
- To support students with making applications to higher education and training providers, both in the UK and abroad.
- Provide advice and guidance on appropriate programmes of study to support a student's career choices.
- Assisting students in drawing up action plans for education and training and supporting them to achieve these goals (completing action plans for students with particular needs).
- Encouraging and implementing whole-school use of online resources, within discreet careers lessons and within the wider PSHCE and subject curriculum.
- Presenting information at open evenings, parent's evenings and other events.
- Leading and organizing assemblies to promote careers.
- Liaising with the PSHCE coordinator to jointly deliver a coordinated careers programme through assemblies and PSHCE lessons.

- Liaising with the Special Educational Needs Coordinator (SENCO) in supporting the transition of vulnerable students and those with learning difficulties.
- Researching careers, options and support organisations to meet students' needs.
- Running small group/drop-in sessions or larger presentations on all aspects of careers work.
- Liaising and negotiating with other organisations on behalf of students.
- Using ICT for administrative tasks, such as recording interactions with and tracking students.
- Using computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories.
- Assisting in planning and organising careers fairs and conventions.
- Keeping up to date with career and labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- Attending relevant local meetings regarding careers.
- Tracking and monitoring progression from Year 11, 12 and 13 into higher education, training and employment.
- Attend GCSE and A Level results days, parent's evenings (years 8, 10 -13), Sixth Form Open Evening and other academy enrichment evenings, e.g. Options evening where appropriate.
- Plan a range of external trips and visits to promote aspirational progression destinations to students.
- Provide information to students on the possibility of studying abroad.
- Updating the Compass tool and reviewing the Gatsby benchmarks, at least annually.
- To co-ordinate the management of Work Experience placements for students in Year 12.
- Liaise with Education Business Partnership (BEBP) and be the central point of contact for
  - Work Experience
- Communicate, organise and administer the work experience programme for all Year 12 students by:
  - Informing parents and students of the work experience programme, giving presentations during Key Stage 5 Evenings and assemblies;
  - Producing and issuing all correspondence, booklets and forms;
  - Setting deadlines for return of paperwork ensuring these are adhered to without the school incurring extra costs;
  - Providing help to students who are struggling to find their own work placements;
  - Completing additional paperwork for students who have special needs or behaviour or medical issues;
  - Accurately recording all employer details on a spreadsheet;
  - Checking all student paperwork against employer details ensuring the details are the same, then following up and dealing with any discrepancies;
  - Produce a spreadsheet of all students and their work placements so that staff can sign up for their visits.
  - Communicate to staff the procedures that need to be followed with student monitoring and issue teacher feedback forms.
- Be the first point of contact for staff and employer for work experience queries.
- Post work experience:
  - Monitor full completion of Work Experience Logs by all parties: Student and Employer.
  - Compile / Collate a list of all willing Work Experience Employer participants for future use.

## **General Requirements**

- To work proactively in all aspects of the role to ensure delivery of the Purpose of the Job.
- To have the desire to work with young people in a small group setting, in an authoritative manner where appropriate.

- To be an effective team member, recognising the challenges such that the role presents.
- Ability to use Microsoft Word, Excel and the school SIMS database.
- Attend scheduled meetings.
- Actively seek to develop professionally on an ongoing basis with level 6 and post level 6 courses.
- Participate in the school appraisal process.
- Work within the terms and conditions of employment of Bucks Pay employees.
- Carry out all duties and responsibilities with due regard to the school policies.
- Be subject to a police criminal records check (enhanced disclosure) from the Criminal Records Bureau.
- In accordance with the provision of the Disability Discrimination Act 1995, perform all duties and tasks with reasonable adjustment, where appropriate.
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

**Postholder**

Name .....

Signature .....

Date .....

**Headteacher**

Name .....

Signature .....

Date .....