



Careers Lead

Job Description and Person Specification

Contract Type:	Permanent
Salary:	Scale 7 S25-S28 (£33,320-£35,976)
School:	Knights Academy
Location:	Launcelot Road, Bromley, BR1 5EB
Hours per week:	35
Accountable to:	Assistant Principal

Job Purpose

We are seeking passionate Careers Lead to join our team and deliver our Careers programme strategy, preparing our young people for the choices and transitions in education, training and employment.

You will have the drive, high standard and passion to enthuse our pupils and make a real difference to their outcomes and life chances, through extra-curricular opportunities, trips and experiences.

Key Responsibilities of Role

Leadership

- Advising senior leadership on policy, strategy and resources for CEIAG (Careers Education, Information, Advice and Guidance)
- Reporting on CEIAG to senior leaders and governors
- Reviewing and evaluating CEIAG
- Preparing and implementing a CEIAG development plan
- Identifying sources of funding for CEIAG and writing bids.
- Level 6 Careers guidance qualification desirable

Management

- Provide one to one careers guidance and advice for students across the school
- Planning schemes of work for careers education
- Briefing and supporting teachers of careers education
- Monitoring teaching and learning in careers education
- Supporting tutors providing initial information and advice
- Monitoring access to, and take up of, careers guidance
- Managing the provision of careers information
- Liaising with the PSHE leader, and other subject leaders, to plan careers education
- Liaising with tutorial managers, mentors, SENCO and heads of phase to identify students needing guidance
- Provide specialist guidance for vulnerable and SEND students

- Managing and updating the Alumni database when appropriate
- Maintain and update careers library and online resources

Networking

- Establishing and developing links with employers, FE colleges, apprenticeship providers and universities
- Commissioning Careers guidance services
- Managing links with the LEP and other external organisations.

Other responsibilities

- Assist the HoD with any necessary administrative tasks that support the daily running of the department
- Work collaboratively with the other academies and colleagues within the Trust.
- Take responsibility for your own professional development in discussion with your Line Manager
- To participate in INSET and to initiate change where appropriate
- Support positive behaviour taking into account the personal, social and emotional needs of students.
- Establish and maintain a positive regard towards both students and staff, promoting equality and diversity.
- Be aware of and support difference to help ensure everyone else has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Work as a member of the PE department, planning co-operatively, sharing information, ideas and expertise
- Consult and plan with multi-agency colleagues, as appropriate.
- Act as a form tutor and establish good relationships with families to promote students' learning and development.
- To be responsible for the day to day organisation and outcomes of a cohort, or Tutor Group, of students.

General

- To work within the school framework with regard to Health and Safety
- To promote equal opportunities in the school
- To promote the ethos of the Trust / school
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal

Person Specification

	Essential	Desirable	Method of Assessment A = Application I = Interview AS = Assessment R = References
Education & Qualifications			
	<ul style="list-style-type: none"> A relevant qualification in Careers Information and Advice (i.e L4 Diploma) or equivalent qualification 	<ul style="list-style-type: none"> L6 Diploma (or equivalent) in Career Guidance & Development 	A, I
	<ul style="list-style-type: none"> An enhanced DBS (we will apply for this for you) 		A, I
Knowledge & Experience			
	<ul style="list-style-type: none"> Experience of working in a Careers capacity, within a school setting 	<ul style="list-style-type: none"> Experience of working in a Multi-Academy Trust 	A, I, AS, R
	<ul style="list-style-type: none"> Excellent IT skills, with good knowledge of MS Office 365 suite 	<ul style="list-style-type: none"> Experience of ARBOR School MIS system 	A, I, AS, R
	<ul style="list-style-type: none"> Extensive knowledge of developments within Careers for school leavers, and KS3, KS4 		A, I, AS, R
	<ul style="list-style-type: none"> Ability to work on own initiative, efficiently and under pressure 		A, I, AS, R
	<ul style="list-style-type: none"> Experience of using data to track student progress and monitor achievement 		A, I, AS, R
Personal Qualities			
	<ul style="list-style-type: none"> Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them 		A, I, AS, R
	<ul style="list-style-type: none"> Belief in equality and opportunity for all, ensuring 		A, I, AS, R

	that all staff feel included and listened to		
	<ul style="list-style-type: none"> Ability to establish and articulate a clear vision in an engaging way 		A, I, AS, R
	<ul style="list-style-type: none"> Determination and resilience 		A, I, AS, R
	<ul style="list-style-type: none"> High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully 		A, I, AS, R
	<ul style="list-style-type: none"> Commitment to collaborative working 		A, I, AS, R
	<ul style="list-style-type: none"> High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short 		A, I, AS, R
	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people 		A, I, AS, R

Staff Development

We value our people. Professional learning is central to our success, and as a new employee, you will receive support from the Senior Directors of People and Professional Learning, alongside your line manager, to help you reach your full potential.