

JOB DESCRIPTION AND PERSON SPECIFICATION

Trust Careers and Employability Lead

Job Title	Trust Careers and Employability Lead
Reports To	Trust Director of Curriculum and Teaching
Location	This is a Trust-based role, covering all Chiltern Way Academy Trust campuses.
Contract	Full time, permanent, term time only
DBS Requirement	Enhanced DBS for the Child Workforce

Job Purpose

The Trust Careers and Employability Lead will provide strategic leadership for careers education, employability and preparation for adulthood across Chiltern Way Academy Trust.

The postholder will be responsible for developing, implementing and evaluating a high-quality, inclusive careers programme that enables every young person to understand their future options, raise their aspirations and successfully transition into education, employment, apprenticeships, training and adulthood.

Working collaboratively with school leaders, curriculum teams, families, employers, further and higher education providers, and external agencies, the Trust Careers and Employability Lead will ensure that all Trust campuses fully meet statutory careers requirements and achieve the Gatsby Benchmarks.

The role is particularly focused on improving outcomes for young people with SEND and ensuring that careers education is ambitious, meaningful and personalised to individual needs and aspirations.

Key Responsibilities

Strategic Leadership

- Develop and implement a Trust-wide strategy for careers education, employability and preparation for adulthood.
- Lead the continuous improvement of careers provision across all Trust campuses.
- Ensure careers education is embedded within the curriculum and wider educational experience.
- Promote high aspirations and positive destination outcomes for all young people.
- Advise senior leaders on developments in careers education, employability and transition planning.
- Ensure careers provision aligns with Trust priorities and School Improvement Plans.
- Establish a consistent and high-quality approach to careers education across all Trust settings.
- Manage the day-to-day careers and employability provision, including allocating tasks, setting priorities and monitoring performance against agreed targets across the careers team.

Gatsby Benchmarks and Statutory Compliance

- Lead the Trust's work towards achieving and sustaining all eight Gatsby Benchmarks.
- Ensure compliance with Department for Education statutory guidance relating to careers education.
- Monitor and evaluate careers provision through Compass+, Gatsby assessment tools and other quality assurance mechanisms.

- Ensure compliance with the Provider Access Legislation (Baker Clause).
- Support campuses in maintaining accurate careers documentation, policies and website information.
- Coordinate preparation for Ofsted inspections and external quality awards relating to careers provision.
- Develop and implement action plans to address identified areas for development.

Careers and Employability Programme Development

- Collaborate with the Trust Director of Curriculum and Teaching to design and oversee a progressive careers and employability curriculum across all key stages.
- Ensure careers learning supports personal development and employability skills.
- Develop programmes that provide meaningful encounters with employers and workplaces.
- Promote awareness of employment pathways, apprenticeships, supported internships, technical education, further education and higher education.
- Coordinate Trust-wide careers events, employability programmes, enterprise activities and careers fairs.
- Ensure young people develop confidence, resilience, independence and workplace readiness.
- Integrate current labour market information into careers education programmes.
- Maintain and grow a database of employers, volunteering hosts and work experience providers, connecting them with young people across the Trust's campuses.
- Develop online and printed resources to support young people in preparing for employment, further education or training.

Preparation for Adulthood and SEND

- Support the Trust Director of Curriculum and Teaching to lead and develop a Trust-wide approach to Preparation for Adulthood.
- Ensure careers and employability provision fully reflects the needs of young people with SEND.
- Support campuses in developing personalised transition pathways.
- Promote positive outcomes in employment, independent living, community participation and lifelong learning.
- Work alongside families and external agencies to support successful post-school transitions.
- Support the development of opportunities for supported internships, work experience, volunteering and community engagement.
- Advocate for ambitious aspirations for all young people regardless of need or background.

Employer, Community and Partnership Development

- Establish and maintain strategic partnerships with employers, businesses, universities, colleges, training providers and community organisations.
- Develop sustainable employer engagement opportunities across the Trust.
- Coordinate meaningful employer encounters and workplace experiences.
- Secure opportunities that enhance young people's employability, independence and career readiness.
- Represent the Trust at regional and national careers networks and forums.
- Develop partnerships that strengthen destination pathways for young people.
- Work with employers to promote opportunities to young people through online platforms, targeted communications and a careers newsletter.

- Collaborate with local employers to identify skills gaps and employment opportunities suitable for young people, including part-time, full-time, supported and online options.

Careers Guidance and Transition Support

- Ensure access to high-quality, impartial careers information, advice and guidance.
- Deliver one-to-one and group meetings and workshops directly with young people to prepare them for the world of work, adapting approach and pace to individual needs.
- Support campuses to coordinate effective careers guidance interviews and transition support.
- Support campuses to ensure young people and families are supported at key transition points.
- Promote awareness of all available pathways and opportunities.
- Work collaboratively with Local Authorities and post-16 providers to support vulnerable learners.
- Ensure campuses are monitoring post-school destinations and support improvements in progression outcomes.

Quality Assurance, Monitoring and Reporting

- Monitor, evaluate and report on the impact of careers and employability provision across the Trust.
- Analyse Gatsby Benchmark performance, destination data and participation information.
- Use evidence and stakeholder feedback to drive continuous improvement.
- Produce regular reports for Executive Leaders, Trustees and Governors.
- Establish key performance indicators for careers and employability outcomes.
- Benchmark provision against national best practice.

Staff Development

- Provide leadership, guidance and professional development for Careers Champions and campus-based careers employees.
- Work alongside curriculum leaders in embedding careers learning across subjects.
- Support campuses to develop career-related learning resources and tools.
- Facilitate the sharing of effective practice across Trust campuses.
- Promote a culture where all employees understand their role in supporting careers education and employability.

General Responsibilities

- Safeguard and promote the welfare of young people.
- Promote equality, diversity and inclusion in all aspects of the role.
- Maintain confidentiality and comply with GDPR requirements.
- Undertake relevant professional development and training.
- Participate in Trust activities and events as required.
- Flexibility to work occasional evenings and weekends to support careers events and employer engagement.
- Undertake any other duties commensurate with the level of responsibility of the post.

PERSON SPECIFICATION

Trust Careers and Employability Lead

Criteria will be assessed via application form (A), interview (I), and/or reference (R) as appropriate. E = Essential, D = Desirable.

Criteria	E / D
Qualifications	
Degree-level qualification or equivalent experience.	E
Relevant qualification in careers education, guidance, employability or education leadership, or willingness to undertake appropriate training.	E
Evidence of continued professional development.	E
Experience	
Successful experience of leading careers education, employability or transition programmes.	E
Experience of working within schools or educational settings.	E
Experience of strategic planning and programme development.	E
Experience of partnership working with employers and external agencies.	E
Experience of monitoring provision and evaluating impact.	E
Experience of working with young people with SEND.	E
Experience of managing and mentoring a team, with the ability to lead across multiple locations.	E
Experience delivering workshops and one-to-one appointments directly with young people.	D
Knowledge	
Detailed understanding of the Gatsby Benchmarks.	E
Knowledge of statutory careers guidance requirements.	E
Knowledge of apprenticeships, supported internships, further education, higher education and employment pathways.	E
Understanding of labour market information and employability skills.	E
Understanding of Preparation for Adulthood outcomes.	E
Knowledge of SEND-related transition planning and best practice.	E
Skills and Attributes	
Strong strategic leadership skills.	E
Excellent communication and presentation skills.	E
Ability to influence and build effective relationships.	E
Effective networking and negotiating skills.	E

Criteria	E / D
Strong organisational and project management skills.	E
Ability to manage competing priorities in a fast-paced environment, with strong time management skills.	E
High degree of accuracy and attention to detail.	E
Ability to analyse data and drive improvement.	E
Strong IT skills, including proficiency with Microsoft Office (particularly Excel) and familiarity with student/pupil management systems.	E
Commitment to inclusion and high aspirations for all learners.	E
Ability to work independently across multiple sites.	E
Creativity, resilience and a solution-focused approach.	E
Other Requirements	
Flexibility to work occasional evenings and weekends.	E
Willingness to travel between CWAT campuses as required.	E
Enhanced DBS for the Child Workforce.	E

Leadership Competencies

- Empathetic Leadership – leads with empathy and understanding, particularly in the context of young people with SEMH, ASC and EBSNA needs.
- Strategic Thinking – develops and executes strategies that enhance engagement and outcomes for young people.
- Adaptability – takes a flexible approach to evolving needs and Trust priorities.

Key Outcomes

The successful candidate will ensure that:

- Every young person receives high-quality careers education and employability support.
- All Trust campuses achieve and maintain the Gatsby Benchmarks.
- Careers education is fully embedded within the curriculum and culture of the Trust.
- Young people develop the knowledge, skills and confidence required for successful adult lives.
- Positive destination outcomes continue to improve across the Trust.
- Strong partnerships, including a well-maintained employer and provider network, deliver meaningful opportunities for young people.
- Preparation for Adulthood is a key strength across all Chiltern Way Academy Trust provisions.

This job description and person specification are not exhaustive and may be reviewed and amended in consultation with the postholder to reflect the changing needs of the Trust.