

JOB DESCRIPTION

Post Title	Federation Careers Leader
Salary Scale / Grade	SO1
Hours per week	37
Full time or Term time	Term-time plus 10 days
Reporting to	Assistant Headteacher

Purpose:

The role of the Careers Leader is to plan and implement a strategy for developing a careers programme for the Federation that meets all of the eight Gatsby benchmarks of good practice and prepare young people for the choices and transitions in education, training and employment. Provide independent advice and guidance across the Federation

Key tasks and responsibilities:

Leadership

- Leading together with the Assistant Careers Leader and any external partners who deliver forms of CEIAG (Careers, Information, Advice and Guidance).
- Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks.
- Reporting to senior leaders and governors.
- Reviewing and evaluating CEIAG and providing information for school development planning, Ofsted and other purposes.
- Preparing and implementing a CEIAG development plan and ensuring that details of the careers programme are published on the Federation's websites.
- Understanding the implications of a changing education landscape for career guidance, e.g. technical education reform.
- Ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to students in schools, including the publication of the policy statement of provider access on their website.

Management

for (CEIAG)

- Planning the programme of activity of information and career guidance.
- Manage and create a suitable tracking system of CEIAG across the Federation.
- Briefing and supporting teachers involved in CEIAG.
- Monitoring delivery of CEIAG across the eight Gatsby Benchmarks, using the Compass evaluation tool.
- Supporting tutors, providing initial information and advice.
- Managing the work of the Assistant Careers Leader and others e.g. outside agencies involved in CEIAG delivery
- Monitoring access to, and take up of, guidance.
- Ensuring colleges and apprenticeship providers have access to the school to share opportunities with all students.
- Managing the careers budgets as appropriate.
- Managing their own CPD and supporting the ongoing CPD of colleagues in the careers team
- Manage encounters with employers and work experience.

Co-ordination

- Managing the provision of career and labour market information.
- Managing the careers section of the Federation's websites, ensuring information is accurate and up to date.
- Liaising with the PSHE leader and other subject leaders to plan their contribution to the careers programme.
- Liaising with tutors, mentors, SENCO and Heads of Year to identify students needing guidance.
- Referring students for careers guidance interviews.
- Communicating with students and their parents

Networking

- Establishing and developing links with FE colleges, apprenticeship providers, University Technical Colleges and universities.
- Establishing and developing links with employers.
- Negotiating a service level agreement with the local authority as appropriate.
- Commissioning career guidance services where appropriate.
- Managing links with the Solent LEP, Careers and Enterprise Company (including Advisers) and other external organisations.
- Securing funding for careers related projects.
- Building a network of alumni who can help with the careers programme

Careers Adviser Role

- To work effectively across the Federation to provide impartial, advice and guidance to students in respect of their education, training and employment options

SENCO

- To work in close collaboration with colleagues across the Federation such as SENDCo, Head of Years and others to ensure the correct level of careers guidance is delivered to students
- To provide access to impartial information, advice and guidance through 1-1 interviews, drop in sessions, parents evenings, assemblies, presentations and tutor time
- Record all interviews and agree achievable destinations for students.

Other Responsibilities:

- To follow and support the Federation's policies reflecting the commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the Federation's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Federation's health and safety at work policy.
- To promote and safeguard the welfare of students and young people you may come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

	Essential	Desirable	How Tested A – Application I – Interview T - Test
QUALIFICATIONS AND TRAINING			
GCSEs at 4/C or above in English and Mathematics or equivalent	✓		A
NVQ level 3 or equivalent	✓		A
An appropriate careers guidance qualification or equivalent	✓		A
First Aid Certificate		✓	A
EXPERIENCE			
Experience of working with students or young people	✓		A, I
Knowledge of careers advice and guidance	✓		A, I
Day to day working experience and skill with Google Docs	✓		A, I
Experience of working in an educational setting		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Commitment to, and understanding and experience of, the main safeguarding principles	✓		A, I
SKILLS AND ABILITIES			
Excellent interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Ability to work flexibly and under own initiative to achieve objectives	✓		A, I
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Excellent Administrative skills	✓		A, I
High Level of accuracy and attention to detail	✓		A, I
Ability to use SIMS / ARBOR		✓	A, I
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all, acting as role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I
Flexible attitude in carrying out different types of work	✓		I
Interest and commitment to helping develop enrichment experiences for all students	✓		I