

Job Description

Establishment:	Arnold Hill Academy
Post Title:	Careers Leader – Careers Information & guidance coordinator
Grade/Pay Range:	Points NJC 17-18 £14,295-£14,581
Hours/weeks:	25hrs, TTO+ 1 week
Reporting to:	Assistant Vice Principal
Department/Team:	Support - Pastoral

Overall Purpose of Post

The Careers Leader will plan and implement a strategy for developing the careers programme at Arnold Hill Academy that meets all of the eight Gatsby Benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment. The ideal candidate will be able to operate within a dynamic and forward-thinking team who are focused on developing exciting and engaging learning experiences for students across the 11-18 age range. **The Careers Leader needs to be a L6 trained and qualified careers advisor.**

Whilst every effort has been made to detail the specific tasks related to this post, the Careers Leader is responsible for undertaking any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Overall Responsibility

The Careers Leader will:

- follow school policies and procedures, especially those relating to child protection and health and safety;
- respect confidential issues linked to home/pupils/teacher/school work and to keep confidences as appropriate;
- take part in supervisory duties outside of the classroom setting as needed
- undertake break time and other duties as appropriate.

Particular Responsibilities

The following are the principal duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability. This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

The Careers Leader will

- Sustain and improve the quality of Careers provision across the Academy
- be responsible for the delivery of the school's programme of career advice and guidance
- be responsible for making sure that the school meets the Gatsby benchmarks and achieves Career mark re-validation
- Report on CEIAG to senior leaders and governors
- Review and evaluate CEIAG
- Plan SOL for CEIAG
- Plan and support delivery of Futures Inspire Days for students
- Brief and support teachers with careers education across the curriculum
- Lead the curriculum careers champions
- Support tutors in providing initial information and advice to students
- Monitor access to careers advice and guidance through Compass +
- Ensure Compass + is updated regularly
- Liaise with the personal development lead practitioner to plan careers education
- Liaise with pastoral leaders, SENCO and PP team to identify students needing guidance
- Delivering 1:1 career advice and guidance to students
- Establishing and managing links with employers, FE Colleges, apprenticeship providers and universities
- Identify pupils at risk of disaffection in Year8-9 and intervene to support these pupils with personal goal setting and individual career action planning
- Identify Pupil Premium/SEN/Boys in Key stage 3 and 4 and ensure they have a suitable career action plan

- To support SLT, Head of Sixth form and Heads of Year with Assemblies that relate to Careers and Options
- To plan and Lead on the Year 11 Interview Skills days working with the Assistant Head, tutors, outside agencies, employers and the school admin team to ensure a positive enrichment experience for all students
- To promote National Apprenticeship week and National Careers week with students
- To coordinate outreach work and visits to local colleges and Universities to promote high aspirations for targeted students (DANCOP pupils)
- To organise trips to the Skills, show and local careers fairs where appropriate
- To link with the Careers and Enterprise Company and meet half termly with the allocated Careers Enterprise Adviser
- Destination Tracking Ensure that Year 11/13 tutors are logging Next Steps intended Destinations on SIMS to meet legal reporting requirements
- To ensure that every pupil and parent has access to good quality career and labour market information via Careers Web and the Academy website and to promote this with pupils, parents and staff
- To ensure that there are positive careers displays and resources in the Library, Sixth form centre and on Careers Web for students to access
- To manage the Careers budget to ensure value for money

This job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Relationships

The post holder is responsible to the Assistant Vice Principal Personal Development. The post holder also interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them.

Safeguarding

The Careers Leader is expected to uphold the School's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

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Other duties

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- These above mentioned duties are neither exclusive nor exhaustive, the post-holder maybe required to carry out other duties as required by the Trust.

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name of Postholder:

Signature:

Date:

Person Spec – Departmental Assistant

Criteria	Essential	Desirable	Determined by: Interview/Application/ Reference
Professional experience			
Pastoral experience with secondary phase students	✓		A/I/R
Experience of working with colleagues in other teams or from other institutions		✓	A
Experience in meeting the needs of vulnerable children or disadvantaged children		✓	A
Personal qualities			
Able to be a team player and a team leader	✓		A/I/R
Able to work effectively with diverse groups of people	✓		A/I/R
Able to set high standards	✓		I
Ability to adapt to the ever changing demands of the school community	✓		I
To have high academic, social and behavioural expectations of students	✓		I
Positive and caring approach to students	✓		A/I/R
Able to organise time efficiently and work to deadlines	✓		A/I/R
Training and Skills			
Excellent organisational skills	✓		A/I/R
Competence in using ICT	✓		A
Able to communicate effectively using both the spoken and the written word	✓		A/I/R
Evidence of continuing professional development		✓	A
Evidence of a broad understanding of current educational issues		✓	A/I/R