

Goldwyn School

**Job Description** Careers Lead

**Employed at:** All Goldwyn Sites

**Responsible To:** Senior Vice Principal/Assistant Principal Inclusion

**Purpose:** To be responsible for the development and delivery of the school’s programme of careers advice and guidance

To be the Careers Leader for Goldwyn School (all Centres)

**Key Responsibilities**

* The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reforms to ensure that the school meets the Gatsby Benchmarks by the end of 2020.
* Report to and advise the senior leadership team and governors on policy, strategy and resources for careers guidance and show how they meet the 8 Gatsby Benchmarks
* Develop, lead and continually review the school’s Careers Strategy and Policy and provide information for school improvement and Ofsted
* Prepare and implement a careers guidance development plan
* Ensure compliance to provide independent careers guidance to students
* Plan, deliver and evaluate the programme of activity in careers guidance across the 8 Gatsby Benchmarks
* Coordinate encounters with employers and work experience
* Communicate with students and their parents/carers
* Establish and develop links with further education colleges, employers and apprenticeship providers
* To organise work experience placements as appropriate, ensuring health and safety checks are completed and organise a rota of visits for monitoring students.
* To ensure inclusion, equality, reality of opportunity and respect for diversity to promote the development of student’s self-reliance, self–esteem and emotional resilience, raising aspiration and signposting opportunities. To provide guidance and tailored packages to support young people encountering difficulties and the most vulnerable.
* With colleagues, to arrange student meetings with prospective employers and mock interviews
* Arrange and support Careers Education alternative curriculum days, school career fairs, options evenings enrichment days, workshops and events
* Attend relevant staff meetings as required.
* Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Lead on lessons on sites specifically linked to careers element of the PSD curriculum

**Health & Safety**

* To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
* To supervise the use and care of the learning environment.

**Performance Development:**

* All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

**Staff Development:**

* To assess development and training needs and discuss with line manager.
* To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
* To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. In addition it may be amended at any time after consultation with you.