

BROOMHILL BANK SCHOOL

JOB DESCRIPTION

JOB TITLE: Careers Lead (Careers & Work Experience coordinator)

REPORTING TO: Deputy Head of School (Careers & Progression)

PRIMARY PLACE OF WORK: Broomhill Bank West but will also be required to work at the North site and at external venues.

SALARY RANGE: KR6

DIRECTED HOURS:

EFFECTIVE DATE OF JOB DESCRIPTION: October 2022

	JOB PURPOSE
	To ensure the effective delivery of the Broomhill Bank School Careers Strategy.
	SUMMARY OF JOB DESCRIPTION
	The Careers Lead will work with internal and external stakeholders to ensure the successful implementation of the Broomhill Bank Careers Strategy, the delivery of external work experience and other opportunities for progression activities.
	Principles
1	Work with Heads of Year and Key Stage to ensure that the Careers Strategy objectives are planned for delivery, monitored and achieved.
2	Provide personal support and materials to all staff engaged in delivering Careers education as required.
3	Act as the main point of contact with the Careers & Enterprise Company advisor and attend local area meetings.
4	Ensure the completion of Compass+ evaluations and all other external benchmarking processes.
5	Ensure that Cascade software (Kudos) is used effectively to support the delivery of the Careers Strategy.
6	Provide 1:1 Careers support for identified students and, where appropriate, engage external advice and support to meet need.
7	Prepare and lead careers lessons with students as required.
8	Work with DHoS to develop curriculum pathways that meet the identified needs and interests of students and offer them appropriate options.
9	Work with Heads of Year to support students in making informed decisions on their options pathways.
10	Work with DHoS to maintain and develop partnership working with local and regional FE and Skills providers.
11	Act as liaison with local and regional employers to develop partnership working and

	student opportunities.
12	Ensure the timely and accurate completion of all required documentation and employer checks for Work Experience placements.
13	The completion of monitoring visits to employers providing work experience.
14	Transport students to and accompany them at, work experience and other progression opportunities as required.
15	Work with the DHoS to evaluate the effectiveness of external opportunities and identify alternatives as required.
16	Contribute to reports, parental updates and annual reviews for identified students.
17	At all times, act as an ambassador for Broomhill Bank School and as a liaison between the school and external stakeholders.
	Staff Development / Support
1	Training to normally take place during directed hours, which may include time on designated INSET days.
2	Full participation in regular CPD and review meetings.
3	Positive approach to improving job skills and performance.
	Other
1	Positively promote and enhance the profile of the school to all visitors and external agencies wherever possible.
2	To understand and comply with school policies and procedures. Treat information relating to all school matters as strictly confidential at all times and adhere to the Data Protection Policy.
3	Raise any issues, concern or grievance relating to this employment directly with the Director of Business Estate in the first instance.
4	Any other duties that may reasonable be required by line Manager or Governors.
6	Review this JD with the SLT annually. Any changes will be made following consultation.

Agreed by: _____ (Job Holder)

Agreed by: _____ (Line Manager)

Note

1. This job description describes duties which the Postholder is expected and required to perform. It is not a comprehensive statement of procedures and tasks but sets of the main expectations of the School in relation to the Postholder's professional responsibilities and duties.
2. This job description will be reviewed at least once per year and may be subject to modification at any time after consultation with the Postholder.
3. Broomhill Bank School recognizes diversity and expects all staff to adhere to the school's equality duties and treat all students and work colleagues fairly regardless of race, colour, gender, disability, age or religious belief.

The governors are committed to safeguarding and promoting the welfare of children and the successful candidate will therefore be subject to an Enhanced Check with the Disclosure Barring Service.

Broomhill Bank School recognizes diversity and welcomes applications from anyone with relevant qualifications and knowledge.