

## Job Description

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**Job title:** Careers Officer  
**Reports to:** Senior Leadership Team (SLT)  
**Location:** Strood Academy

### Purpose of the Role

- To provide impartial careers education, information, advice and guidance to students.
- To assist with the development and implementation of an effective careers education programme.

### Careers Advice and Guidance

- To undertake any CPD courses as required to effectively undertake the duties of the post, priorities of the Academy/Trust, or as directed by the line manager/Principal.
- To provide expert careers advice and guidance to students which is uniquely tailored to each individual and includes careful consideration of interests, skills and key data such as predicted grades.
- To complete follow-up reports and documentation for meetings and ensure these are logged in accordance with academy policies.
- To provide comprehensive information and advice which raises aspirations and actively promotes equality.
- To organise and manage an effective careers advice programme, which is time efficient.
- To prioritise interventions for vulnerable, SEND and DA students in years 7 to 13 inclusive.
- To prioritise support and guidance for students and parents at key points in the academy year; specifically KS4 Options Programme and Evening, Post 16 options evening, Year 9, 10, 11 & KS5 subject/parents evening, results days Year 11 and Post 16 qualifications.
- To provide advice on CVs, applications and interview techniques as necessary.
- To keep accurate and detailed records including action plans and reports.
- Develop and maintain links with local providers and organisations that provide information, advice, guidance and related services and act as a referral/advocacy point for students.
- Keep up to date with information about education options, training routes, professional regulations and labour market information.
- To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.

### Coordination

- Managing the provision of careers information, including displays and relevant literature around the academy and distributed to staff, students, parents and carers.
- Liaising with the Senior Leader responsible for CEIAG to plan careers education sessions. This includes PSHE lessons, workshops and other events or activities. This includes working with the lead for PSHE and/or subject leaders as required.
- Liaising with pastoral teams to identify students needing guidance.
- Liaising with the office administrator responsible for the coordination of work experience placements (WEX) and helping to effectively manage and operate this.

### Networking

- Establishing and developing links with employers.
- Establishing and developing links with FE colleges, apprenticeship providers and universities.
- Developing the Longfield Academy Alumni links.

Employees will be expected to comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post based on the changing needs of the academy. The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

### **Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.