**JOB DESCRIPTION**

**Job Title:** Careers Manager

**Reports:** Assistant Headteacher

**Grade:** Kent Range 7

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| **Kent Range** | **Term Time****5 days per week (37 hours)**  | **Term time** **4 days per week (30 hours)**  | **Term time** **3 days per week (22.5 hours)**  |
| **7** | **£22,022.25** | **£17,855.88** | **£13,391.91** |

**Salary:**

**Hours:** To be confirmed

**Job Holder’s Name:** Vacancy **Date:**  December 2023

**DUTIES AND RESPONSIBILITIES**

**Personal Career Guidance**

* Provide high quality, professional, impartial careers guidance to students, by responding to the needs of each individual, as appropriate, to allow them to progress, plan and manage their own futures.
* Coordinate and interview students on a 1:1 basis or in small groups, as appropriate, to provide personalised careers guidance to students.
* Ensure students have a career profile, transition and action plan in place, where appropriate, to support their next steps.
* Prioritise 1:1 interventions for vulnerable students (PP, AEN, LAC, EAL) in Years 7 to 13.
* Support the UCAS application processes.

**Careers Information**

* Provide comprehensive information and advice, raise aspirations and actively promote equality of opportunity for all by challenging students to broaden their horizons.
* Provide information, advice, guidance and signposting to specialist agencies about a range of opportunities; such as careers, education, employment and training.
* Plan, run and deliver small groups sessions, larger presentations and assemblies on all aspects of careers guidance and topics related to personal development.
* Complete and provide statistical returns on careers-related provision for all students; write reports and complete statutory documentation where applicable.
* Coordinate and manage the destination tracking of all Years 11, 12 and 13 and ensure information is provided in a timely manner.
* Lead the organisation, co-ordination and management of all education and career pathway events to include, for example, a careers fair.
* Organise and update the school’s careers library and appropriate careers displays.

**Career Guidance Programmes**

* Liaise and support on appropriate careers policy, priorities and vision to ensure the education, advice and guidance offered as part of a programme meets the Gatsby Benchmarks and is appropriate for highly-able students.
* Support, organise and conduct mock interviews, where appropriate and necessary, to work alongside the Raising Aspirations Team, including Oxbridge and Medics.
* Monitor and take a lead role on recording the careers provision of each student. Introduce and oversee a system for career profile logging for all students by establishing IT systems for administrative tasks, such as recording interactions and opportunities.
* Research, offer advice and organise opportunities for students on careers and options pathways while ensuring information is also available to parents/carers through the school website.
* Prioritise support and guidance for students and parents/carers at key points in the school year; specifically GCSE Options Programme and Evening, Sixth Form Open Evening, Years 10-13 Parent Consultation Evenings, results days in Year 11 and Year 13.
* Review resources available in school for careers education and guidance alongside those used in lessons as part of the PSHE programme. Work alongside key staff members to research, develop and resource new packages.
* Plan and contribute, where necessary and appropriate, to the delivery of careers education activities. Organise and provide training and guidance to school staff so that they are equipped to deliver such quality careers activities or programmes.
* Lead the school’s work experience placement programme, and coordinate and manage the extended work experience placements.
* Review and evaluate the quality of provision of careers education and guidance and provide reports for the Headteacher, Senior Leadership Team and Governors.

**Networking, Consultancy and Advocacy**

* Maintain and develop contacts with a range of providers, including universities, businesses and other establishments, in order to arrange age-appropriate opportunities for students at all stages of their education.
* Liaise and negotiate with other careers-related organisations, with and on behalf of young people.
* Manage the access of education or training providers to students, in accordance with the school’s legal obligations.
* Keep up-to-date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate information to staff, students and parents/carers, as appropriate.
* Manage and administrate the school's Unifrog student accounts, and liaise with professionals at Unifrog concerning CPD opportunities and new initiatives on offer.

This is not intended to be an exhaustive checklist for the role. The postholder will be required to be flexible, to prioritise need and provision and to fulfil careers-related duties as deemed appropriate by the Headteacher or directed by the line manager.

**Agreed by: Approved by:**

VacancySharon Pritchard, Headteacher

**Date: Date:**