



## Job Description Careers Lead

<b>Role:</b>	Careers Lead
<b>Grade/Salary:</b>	Grade 6 point 17 – Grade 7 point 25 - depending on experience
<b>Responsible to:</b>	Assistant Headteacher – Teaching and Learning
<b>Working Hours:</b>	37 hours per week 40 weeks per annum (term-time plus 2 weeks) 5 inset + 5 additional to be agreed with line manager.

### Main purpose

To support students' career learning, planning and development by assisting with the development of careers education and guidance.

To work with external partners and employers to organise and coordinate careers events, such as practice interviews and careers fairs.

### Duties and responsibilities

#### Careers Advisor

- Organising, promoting and arranging a programme of careers and gap year events for pupils and parents
- Attendance at parents' evenings and promotion of careers in school assemblies and information events
- Producing electronic and hard copy information for displays and the website
- Supporting options guidance, including post 18 choices
- Conducting individual careers interviews with pupils
- Supporting relevant students and staff with UCAS and apprenticeship applications
- Producing CEIAG resources to support delivery of the PSHE programme or equivalent
- Brief and support teachers involved in careers guidance

#### Networking

- Suggesting, maintaining and developing relationships with local, national and international businesses
- Developing specialist partners and employer links to open gateways and provide guidance
- Liaison with external careers services
- Establish and develop links with alumni

## **Leadership and Management**

- Organising careers questionnaires and psychometric testing and providing feedback
- Monitoring, recording and reporting leaver destination information to relevant members of the community
- Arrange careers fairs and similar promotional events
- Advising on policy, strategy and resources to meet Gatsby Benchmarks
- Acting as named Career lead and maintain an up to date understanding of current developments within CEIAG
- Prepare and implement a careers guidance development plan

All School staff are expected to:

- Work towards and support Endeavour MAT's vision and objectives.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within Endeavour MAT's policies and rules
- Maintain high professional standards of attendance, punctuality, appearance, conduct,
- Maintain positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role.

## **Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Working knowledge of common ICT applications, especially Microsoft Word and Excel</li><li>• Knowledge of the Government's Careers Strategy and the career options available to young people leaving school.</li><li>• Strong interpersonal skills with the ability to work and network effectively with others</li><li>• Excellent communications skills, both written and oral (students, parents, staff, external partner organisations)</li><li>• An awareness of and commitment to safeguarding children.</li></ul>	Essential Desirable Essential Essential Essential Essential
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"><li>• A university degree or equivalent.</li><li>• Has experience of careers education in an educational setting.</li><li>• L6 qualification in career guidance or be willing to train for it.</li></ul>	Essential Desirable Essential
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Well organised with a strong attention to detail</li><li>• Able to work under pressure and prioritise own workload to achieve deadlines</li></ul>	Essential Essential

	<ul style="list-style-type: none"> <li>Ability to accept guidance and direction from teaching staff.</li> <li>An understanding of Data Protection legislation and the need to maintain strict confidentiality and ensure data security.</li> <li>Ability to use own initiative, with a creative approach to problem solving.</li> <li>Excellent interpersonal and communication skills (both oral and written).</li> <li>Ability to communicate effectively with individuals and groups of students, teachers and other members of staff, parents and professionals.</li> <li>Experience, or empathy with, working in a multicultural environment.</li> </ul>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
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