

Woodpecker Court job description

Head of careers / Senior Tutor

Grade:	Salary based upon experience
Responsible to:	The Principal
Job Purpose:	<p>To provide impartial information, advice and guidance to help people make realistic choices about education, training and work</p> <p>Fulfill the professional responsibilities of a tutor, as set out in the School Teachers Pay and Conditions document</p> <p>Meet the expectations set out in the Teachers Standards</p>

Duties

Head of careers

- Manage the provision of careers and labour market information.
- Manage the careers section of the school's website.
- Liaise with SLT and SENCO to identify students needing guidance.
- Plan a systematic and structured careers offer to ensure that no student is left behind.
- Provide impartial information, advice and guidance to individuals and to groups of students in relation to all aspects of their progression planning.
- Assist students with action planning following their careers interview.
- Work with the Curriculum lead to develop careers related activities across the school.
- Interview students either one to one or in small groups, Recording interviews and advice given on student action plan.
- Assist students to draw up action plans for employment through apprenticeships, education and training and supporting them to achieve their goals.
- Gather information on the labour market and employment trends in order to offer up to date accurate knowledge of opportunities to support effective career guidance.
- Maintain the Careers Library and careers resources.
- Contribute to the compilation of the Provisions intended destinations data.
- Assist in the planning and organising of careers related activities in school.
- Collate evidence for maintenance of the Quality in Careers.
- Deal with general careers related correspondence and enquiries both by telephone, letter and email.
- Word process letters and documents for internal and external use.
- Photocopy and circulate documentation to the relevant staff.
- Input relevant data onto the school's Management Information System.
- Be available to offer independent impartial advice and guidance at schools where agreement of support exists.
- Lead on work-shadowing and / or work experience Careers Networking
- Establish and develop links with FE colleges, apprenticeship providers and universities.
- Establish and develop links with employers.
- Develop and promote FE links across the curriculum and assisting in the development of FE partnerships.
- Organise university and college visits.
- Organise people from the world of work, including employers, colleges and universities, apprenticeships to inspire students' future aspirations. This should include an impact analysis.
- Facilitate outside careers and FE provider visits to the school.
- Co-ordinate Rotary mock interviews and interview practice for students.

Teaching

- Plan and teach well-structured lessons to assigned classes, following the school's plans, curriculum and schemes of work, Assess, monitor, record and report on the learning needs, progress and achievements of assigned students, making accurate and productive use of assessment
- Adapt teaching to respond to the strengths and needs of students
- Set high expectations which inspire, motivate and challenge students
- Promote good progress and outcomes by students
- Demonstrate good subject and curriculum knowledge
- Participate in arrangements for preparing students for external tests
- Promote Woodpecker Court values / ethos in all lessons

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school
- Work with others on curriculum and student development to secure co-ordinated outcomes
- Provide cover, in the unforeseen circumstance that another tutor is unable to teach
- Contribute to the Woodpecker Court community as required
- Attend meetings, including staff meetings, parents evenings, marketing events, courses and discussions both internal and external to the provision as directed, reporting back as appropriate.

Health, safety and discipline

- Promote the safety and wellbeing of students
- Maintain good order and discipline among students consistently, managing behaviour effectively to ensure a good and safe learning environment
- Model good levels of consistent personal discipline

Professional development

- Take part in the school's appraisal procedures
- Take part in further training and development in order to improve own teaching
- Where appropriate, take part in the appraisal and professional development of others

Communication

- Communicate effectively with students, parents and carers and local community

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

Person specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> • Qualified tutor status • Degree • Successful teaching experience • Level 6 Qualification in CEIAG, registered with CDI.
Skills and knowledge	<ul style="list-style-type: none"> • An understanding of, and support for, the ethos of Woodpecker Court • A knowledgeable and sound understanding of Further Education systems and careers education and guidance practices. • A keen interest in the concerns of students and an understanding of the factors that impact on young people and their decision making abilities. • Knowledge of the National Curriculum • Knowledge of effective teaching and learning strategies • A good understanding of how children learn • Ability to adapt teaching to meet students' needs • Ability to build effective working relationships with students • Knowledge of guidance and requirements around safeguarding children • Knowledge of effective behaviour management strategies • Excellent communication skills and an ability to engage students, staff and parents • Good ICT skills, particularly using ICT to support learning • An ability to make confident and lively presentations to a range of people including students, staff and other stakeholders. • SEN knowledge and activity to deliver to SEN students
Personal qualities	<ul style="list-style-type: none"> • Agreement to abide by Code of Ethics for Careers Guidance. • A commitment to getting the best outcomes for all students and promoting the ethos and values of the school • High expectations for student's attainment and progress • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Energy, enthusiasm, drive and an ability to cope with periods of high volume. • Flexibility, reliability and a high level of organisational skills • An ability to contribute to and work effectively as part of a team • An awareness of the need for personal and professional development and a willingness to participate in CPD.

Notes: This job description may be amended at any time in consultation with the postholder.