

DOVER GRAMMAR SCHOOL FOR BOYS

Support Staff Job Description – Careers Manager

All job descriptions are current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Specific Duties

Post	Careers Manager
Core Purpose	<ul style="list-style-type: none">▪ To co-ordinate, monitor and evaluate the delivery of the careers programme, the successful implementation of the Careers Strategy and the meeting of the Gatsby benchmarks
Contract Type	<ul style="list-style-type: none">▪ KR 5 FTE £19,335 - £20,483, actual (pro-rata) £16,368 - £17,340▪ Permanent contract, 37 hours per week, 39 weeks per year
Hours	<ul style="list-style-type: none">▪ 8.00am-4.00pm
Line Management	<ul style="list-style-type: none">• Head of Sixth Form

Main Duties	<ul style="list-style-type: none">▪ To organise career-related work placements to provide a viable set of experiences for students▪ Find and organise short term work experience for all sixth form students to enhance their employability▪ Work across the whole school to help deliver careers related advice and guidance▪ Maintain existing relationships and build new links with local and national businesses, organisations, FE colleges and universities to help provide opportunities for departments and students to have worthwhile interactions with employers▪ Occasional support as and when required with the UCAS and post-18 options process
Cover / Pastoral Support	<ul style="list-style-type: none">▪ To provide occasional cover for absent teachers and maintain classroom discipline when the teacher is absent▪ To provide learning support for individual students inside and outside the classroom▪ To liaise with other professionals, for example the Senior Leadership Group, Key Stage staff and the SENCO to ensure that the needs of all students are met▪ To supervise the use and care of the school areas and equipment by the students and to ensure their adherence to relevant health and safety regulations▪ To supervise sixth form study sessions in the sixth form work area, as appropriate▪ To run lunchtime activities and/or supervise students during breaks and lunch times as required▪ To liaise with parents as required
Additional Duties	<ul style="list-style-type: none">▪ To address the appraisal targets set by the Line Manager

	<ul style="list-style-type: none"> ▪ To play a full part in the life of the school community, to support its distinctive aim and ethos, and to encourage students to follow this example ▪ To promote actively the school's corporate policies. ▪ To comply with the school's Health & Safety Policy and undertake risk assessments as appropriate ▪ To show a record of excellent attendance and punctuality ▪ To adhere to the school's policies ▪ To engage positively in meetings with colleagues and parents ▪ To attend training sessions as agreed with your Line Manager
Liaising With:	Headteacher, Senior Leadership Group, Extended Leadership Group, Subject Leaders and relevant teaching and support staff, parents, and outside agencies as required.
Disclosure Level:	Enhanced