

Careers and Employment Leader (Dual role: Careers Adviser and Leader)

Key Points:

- Pay Scale: NJC Scale 21-25, £28,900 - £32,020
- Contract Type: Permanent
- Working Pattern: Full-time, 37 Hours, 5 Days Per Week

Job Purpose:

- The Careers development professional will take lead responsibility and accountability for the delivery of our school's programme of careers education, advice and guidance.
- The individual in this role must possess confidence, authority, and leadership to guide and motivate colleagues effectively. Additionally, they must be capable of making critical decisions and implementing necessary reforms to ensure the school meets the Gatsby Benchmarks and statutory expectations.

You will be:

- A trained Careers adviser at Level 6 or above
- A trained Careers leader, or working towards or willing to participate in the Careers leader-funded programme
- Experienced working with young people, preferably in a school or college setting
- Knowledgeable of education, employment, training and personal development opportunities that are available for young people
- Aware of the local labour market and issues relating to learning and employment
- Informed of relevant developments in Careers Education, Information, Advice and Guidance
- Up-to-date and able to demonstrate knowledge of legislation and statutory requirements for working with young people
- Understanding of and a commitment to equity, diversity, and inclusion practices for all.

Duties and responsibilities

Leadership:

- To provide and secure, where appropriate, high-quality Careers Education provision from Years 7-11 inclusive, use resources effectively, and continuously improve standards for the students benefit.
- Lead the team of teachers, external partners and others who deliver the careers programme
- Advise the senior leadership team on policy, strategy and resources for careers guidance and show how they meet the Gatsby Benchmarks

- Report to senior leaders and governors
- Review and evaluate the careers programme and provide information for school improvement planning, Ofsted and other purposes.
- Produce and be responsible for implementing an annual development plan, including financial and resource management. This will include providing regular reports as required to SLT and/or governors.
- Understand the implication of a changing education landscape for careers guidance, e.g. technical education reform.
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to technical education providers or apprenticeships to students in schools
- Act as a consultant/reference point for Heads of Year and tutors dealing with careers queries
- Provide robust Careers advice and guidance

Management:

- Review, develop and implement strategies for sustaining high standards of delivery of CEIAG to match the full range of student ability and aspirations, ensuring the needs of vulnerable groups are catered for (including Pupil Premium, LAC & SEND)
- Plan the programme of activity for careers education
- Delivery of an entire programme of careers events involving local and national employers
- Brief and support teachers involved in delivering the careers programme
- Monitor delivery of careers across the 8 Gatsby Benchmarks
- Keep abreast of developments and best practices in careers through research, attendance at training events and conferences, and establishing relationships with peers at other schools

Coordination:

- Manage the provision of career and labour market information, including online sources
- Liaise with the PSHE leader and other subject leaders to plan their contribution to careers guidance
- Coordinate encounters with employers and further and higher education providers
- Communicate with pupils and their parents
- To facilitate the Year 11 application process for sixth forms, colleges and apprenticeships
- Actively promote careers in school assemblies and at information evenings and open days

Networking:

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
- Establish and develop links with local Careers Guidance organisations and industry partners

- Secure funding for careers-related projects
- Build a network of alumni who can help with the Careers education and guidance programme

Personal Responsibilities:

- Provide robust Careers advice and guidance
- Actively promoting school policies and procedures
- Responsibility for own continued professional development
- Attending and participating in meetings scheduled in the school calendar punctually
- Adhering to the School's Safeguarding Policy
- Participate in training and other learning activities and performance development as required