

**Vacancy - Careers & Employability Manager**

Salary: Grade E (FTE £22,401 – £24, 657)

Hours: 37 hours per week x 40 weeks per year (term time only)

Start September 2018

We are seeking a highly motivated professional who will coordinate the careers education and opportunities within the college. The successful candidate will lead a careers team to develop and maintain an effective careers and work-related learning provision, be responsible for the delivery of the school’s programme of career advice and guidance and be able to develop links with outside agencies, providers, business and employers.

**The duties include:**

* To provide an inspiring and best practice careers service within the college.
* To provide careers advice, guidance and support at key transition points within the college, including post-school choices.
* To implement a strategic plan which guides the policies, plans, targets and practice.
* To deliver a careers advice programme within a tutorial and PSHE programme.

Stoke Damerel Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All members of staff at Stoke Damerel Community College must undertake the required employment checks which include the uptake of references both professional and personal and an enhanced (DBS) disclosure.

For an application form and further details please visit our website [www.sdcc.net](http://www.sdcc.net)

Please send completed application forms to recruitment@sdcc.net

Closing date for applications: 9.00 am 17th September 2018