

JOB DESCRIPTION

Careers Manager

SALARY: NJC Grade 7

REPORTING TO: Senior Team Careers link

Overall Responsibilities:

- Responsible for the promotion of Careers education, information and guidance across the whole school (including sixth form)
- Responsible for the organisation and administration of an effective Work Experience programme
- Responsible for a range of events and activities across the year to support an effective Careers Education, information and guidance programme

Specific Responsibilities:

Work Experience Administration

- Organisation of the Work Experience launch evening (for parents and pupils)
- Internal promotion of Work Experience in school assemblies
- Ensuring placements have been risk assessed
- Preparing log book
- Liaison with students/parents/staff/employers
- Organising Work Experience placement visits
- All administration and organisation related to Work Experience

Careers Education, information and guidance (CEIAG)

- Arranging careers guidance interviews, including organising outside careers advice where appropriate
- Personally meeting with students to signpost and ensure they receive appropriate careers advice
- Organisation of the annual “Future Choices Careers Fair”
- Publicising CEIAG in assemblies (e.g. National Apprenticeship week)
- Networking with West Sussex County Council and Horsham District Council to keep up to date with initiatives and local events

PD lessons

- Liaison with the member of teaching staff responsible for careers, to develop the content of PD careers lesson programme
- Production and administration of lesson resources

Careers related events

Responsible for the organisation and promotion of a range of events including:

- Careers 'speed dating'
 - liaison with local businesses and others to provide volunteers
 - organisation of the event
- Enrichment day programme
(currently Yr 8: 'The Real Game', Yr 10: CV writing and mock interviews)

Wider Responsibilities:

Because of the location of the Careers office (based in the LRC), the Careers Manager currently provides:

- Occasional LRC cover (e.g. staff absence)
- Assistance with LRC lunchtime supervision

The post holder will be expected to support the overall ethos, aims and work of the school. In contributing to a shared sense of purpose amongst all staff, you are required to undertake such duties as may be deemed reasonable in the context of the needs of the school and commensurate with the role grade.

The Weald School will regularly review this job description and subject to consultation, maintains the right to update it to reflect changes in the role.

We are committed to safeguarding and promoting the welfare of children and young people and to equality of opportunity. An enhanced DBS check is required for all successful applicants.