**CAREERS MANAGER**

**JOB DESCRIPTION**

**Hours of work:** 30 hours per week term time

**Salary:** Scale H7

**Reports to:** Assistant Headteacher for Key Stage 4

Reporting directly to the Assistant Headteacher for Key Stage 4. The nature of the work necessitates flexibility as careers work makes different demands at different times of the year.

1. To prepare careers materials for each of the seven years of the school and prepare yearly quotations for external providers for CEIAG and work experience under the direction of the Assistant Headteacher for Key Stage 4.
2. To have knowledge and understanding of the Government’s latest careers strategy, including the Gatsby Benchmarks.
3. To work with external organisations in planning and providing careers guidance and support.
4. To be responsible for the following after students have left the school:
	* collating statistics in relation to student destinations, which includes Year 11 and Year 13 leavers’ destination information;
	* completion of reference requests for past students;
	* UCAS applications for ex-students;
	* overseeing the storage of student records; and
	* identifying students classified as NEET.
5. To organise and prepare materials for the student interview sessions to provide careers guidance for students.
6. Oversee the production of curriculum vitae for students in Years 9, 10 and 11 and provide support when required.
7. To line manage the Work Experience Administrator who is responsible for liaison with external providers regarding work experience and ensure the successful completion of the CV programme. To arrange placements, briefing/debriefing materials and communicate with parents as required.
8. Identification and liaison with providers of alternative provision inclusive of student visits and placements with providers, on behalf of the Assistant Headteacher for Key Stage 4.
9. Liaison with Student Support to identify students for alternative provision, arrange taster day sessions and support their transition.
10. Regular monitoring and visits to students on alternative provision throughout the placement and providing a report to Assistant Headteacher for Key Stage 4 to ensure student progress.
11. Maintain a centralised record of student progress and achievement at alternative placements, involving regular liaison with Year Coordinators and the Assistant Headteacher for Key Stage 4.
12. To provide advice and guidance regarding student course changes. This is inclusive of relevant displays for students to help them make career and course choices.
13. Liaison with the UCAS administrator and Head of 6th Form regarding applications to higher education. Monitoring of UCAS online applications and assist in the quality assurance of these applications in the week following the Autumn half term break.
14. Liaison with external organisations regarding employment and training opportunities for post 16 students and higher education institutes regarding advice and guidance To thereafter develop and maintain a higher education resource bank, including information about apprenticeships and employment.
15. To keep up to date with and promote university courses, summer courses and taster days.
16. To assist with the administration associated with the UCAS process, including “Applications” and “Track”.
17. Annually set up the staff logins for the Nower Hill High School area of the UCAS website.
18. Following Tracking Point C, to organise IAG interviews for students at risk of not returning to Year 13.
19. To organise careers interviews for Year 12 and Year 13 students as requested by the 6th Form team.
20. To ensure sufficient careers guidance is available for students on A’ Level and GCSE result days.
21. To provide guidance and support for students and parents during Parents’ Evenings, as requested.
22. To assist in the organisation and delivery of careers related information evenings/day events and mock higher education and employment interviews, as required.
23. To ensure sufficient careers guidance is available for students on A Level and GCSE result days.
24. Willing to undertake and make future use of any training which the school deems necessary or desirable, such as first aid training and driving the minibus (subject to licence requirements).
25. If you are bilingual or intermediate in another language, to be prepared to attend, occasionally and by prior arrangement, Parents’ Evenings to support in translating for parents, for which time off in lieu will be given.
26. To invigilate examinations as required, for which time off in lieu will be given if the work falls outside of normal working hours.
27. On a rota basis and with plenty of notice, to provide administrative support on the exam results days in August, for about 4 hours each day, for which time off in lieu on an INSET day will be given.
28. To carry out other duties, commensurate with the post, necessary for the smooth running of the school as required by the Headteacher or the Assistant Headteacher for Key Stage 4.

**CAREERS MANAGER**

**PERSON SPECIFICATION**

**Essential:**

* to relate positively to students and be helpful and patient
* to have good customer care skills when dealing face to face and over the telephone with students, parents/carers, visitors and staff
* to present the school in a professional, courteous, friendly and business-like manner
* to possess a pleasant personality and a good sense of humour
* to be smart and presentable
* to have excellent IT skills especially in word and excel
* to pay attention detail in all work produced
* to be very well organised, methodical and accurate
* to organise workload in order to meet deadlines
* a strong desire to develop own skills and to support others in developing their skills
* to be flexible in approach and happy to do whatever is required
* to have a positive outlook and a “can do” approach; show initiative and a willingness to work as part of a team
* to be committed to the principles and practice of equal opportunities
* to be committed to student welfare and safeguarding principles of the school

**Desirable:**

* to have experience of working in an administrative / clerical role
* current and/or previous experience of successful work in a school or college
* experience of using SIMS
* careers-related qualification

**LV 05/18**