



**SOLIHULL**

**JOB DESCRIPTION:  
Head of Careers**

**Responsible to:** The Headmaster

**Responsibilities:**

General

- To provide an inspiring and best practice careers service throughout the school.
- To provide engaging and interactive careers advice, guidance and support on subject options and post-school choices.
- To develop, implement and review a strategic plan that guides the policies, plans, targets and practices of the Careers Department.

Specific

Working with colleagues and external agencies, the Head of Careers will be responsible for:

- Developing and maintaining effective partnerships with local, national and international businesses.
- Developing a network of specialist partners to provide guidance on specific careers.
- Organising, promoting and coordinating work experience.
- Organising, promoting and coordinating a structured programme of careers and gap year events for pupils and parents.
- Attendance at Parents' Evenings and active promotion of careers in school assemblies and at Information Evenings and Open Mornings.
- Producing careers information through hard copy literature, e-communications and displays.
- Innovative and dynamic contributions to the PSHE programme throughout the School.
- Contribute as appropriate to options guidance, including university/ course selection and alternatives to university such as Apprenticeships
- Providing guidance to pupils on completing application forms, interview technique and presentation skills.
- Organisation of careers questionnaires and psychometric testing, and provision of feedback.
- Conducting individual careers interviews with pupils in the Fifth Form and the Sixth Form.
- Monitoring, recording and communicating leaver destination information to relevant members of the school community.
- Working closely with the Director of Development and Alumni Relations to foster positive links with the Old Silhillians Association, to include career lunches and briefings, networking opportunities at university and in the workplace, video-conferencing and podcasting, and support with work experience placements.
- Liaison with external careers services.
- Organising and hosting regular visits from the Armed Forces Schools Liaison Officers.
- Supporting the member of staff in charge of the UCAS process, for example, disseminating information on industry changes that have an impact on university applications.
- Supporting the Oxbridge Coordinator, Medics Coordinator and any other relevant careers related provision, as required.

- Keeping abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions.

General:

- Support the aims of the school.
- Support all members of the school community with respect and consideration.
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the School's CPD and Professional Development procedures.
- Participate in the management of the School by attending meetings as required.
- Adhere to the Health & Safety Policy.

Other:

The Job Description is subject to:

- Other reasonable requests by negotiation with the Headmaster and Bursar.
- Annual Review

## Person Specification

### Head of Careers

	Essential	Desirable
<b>Qualifications</b>	Educated to degree level	Careers qualification  Membership of the Institute of Careers Guidance
<b>Experience</b>	Recent experience of careers education and guidance in an educational setting	Previous experience of psychometric testing
<b>Skills</b>	Ability to work collaboratively and to develop positive relationships with internal and external stakeholders  Excellent oral and written communication skills	Ability to drive
<b>Knowledge</b>	Knowledge of universities, subject choices, apprenticeships, non-academic career choices, gap years and volunteering  Up-to-date with effective methods of communicating.  Sound working knowledge of Microsoft Office	
<b>Personal competencies</b>	Ability to work outside of normal working hours, including occasional evening and weekend work  Commitment to personal CPD  Enthusiastic, innovative, highly motivated  Genuine commitment to delivering positive outcomes for pupils  Dedicated to achieving excellence, conscientious and hard working  Ability to engage with and relate to pupils  Approachable, open and honest  Organised, efficient and ability to respond to changing priorities	