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**JOB DESCRIPTION: CAREERS INFORMATION, ADVICE AND GUIDANCE OFFICER**

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| **Responsible to:** | Head of College |
| **Purpose:** | Leading, developing and managing the careers education strategy and provision 11-19  To ensure careers education advice, information and guidance meet both legal and Ofsted requirements  To oversee and quality control the provision of careers education, information and guidance  To develop and manage business links |
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| **1 Strategy** | |
| 1.1 | To develop and agree the careers strategy for the Academy. |
| 1.2 | To implement the strategy ensuring compliance with the law and Ofsted requirements and Academy Development Plan. |
| 1.3 | To benchmark careers best practice and keep up-to-date with the labour market information, legislation/professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies. |
| 1.4 | To develop, agree, and implement the strategy to ensure that the NEET student figure (not in education, employment or training) is kept to an absolute minimum. |
| **2 Leadership** | |
| 2.1 | To line-manage the Personal Advisors or whoever provides IAG,, if required, monitoring performance against agreed performance criteria/ objectives or contractual obligations. |
| 2.2 | To act as the key contact for students, staff, parents/carers, businesses, and other external stakeholders for all aspects of careers co-ordination(be the “go to” person) |
| 2.3 | To schedule visits by representatives from local business and colleges; organise, co-ordinate and publicise career-related events and other opportunities for students to learn about employment, higher education and vocational training and preparation. |
| 2.4 | To plan, organise, develop and implement career events and publications; prepare letters, flyers, mailshots and other materials to publicise Career services, resources and speaker programmes. |
| 2.5 | To develop, manage and maintain a live database of career intentions and destinations to allow the establishment of personalised careers education, advice, information, and guidance. |
| 2.6 | To develop and manage the careers information portal: [www.thinkfutures.net](http://www.thinkfutures.net). |
| 2.7 | To develop communication networks for students and parents/ carers. |
| **3 Management** | |
| 3.1 | To contact, schedule and arrange guest speakers from the local business community, colleges and military services to present information regarding specific occupations. |
| 3.2 | To prepare career education and instructional materials for use by teachers and students; assist students in locating and using college/career information as needed for research, assignments and post-high school planning. |
| 3.3 | To maintain current lists and bulletins concerning scholarships and other financial aids available; provide information concerning specialized scholarships and assistance in completing application forms. |
| 3.4 | To develop and maintain priority lists for targeted careers interventions; to identify and work with those students vulnerable to becoming NEET. |
| 3.5 | To provide information concerning scholastic aptitude and achievement tests; assist students with applications and scheduling; distribute test results as appropriate. |
| 3.6 | To assist students with Career Centre materials and equipment. |
| 3.7 | To prepare and deliver informational presentation as requested; orient students to Career Centre resources and services. |
| 3.8 | To maintain a current inventory of Career Centre equipment and materials; determine purchase priorities. |
| 3.9 | To plan and hold Careers Conventions. |
| 3.10 | To attend meetings, conferences and seminars regarding career trends, college entrance and financial aid. |
| 3.11 | To liaise with the Work Experience Co-ordinator, as required. |
| 3.12 | To obtain, organise, file and display information and guidance materials; catalogue and prepare for use by students; maintain displays and bulletin boards. |
| 3.13 | To develop and maintain a current and comprehensive occupational library including information on careers employment prospects and trends and employment requirements and opportunities; obtain and circulate current college catalogues. |
| 3.14 | To provide career and college entrance information and assistance to students, teachers, parents and counsellors; coordinate day-to-day operations and schedule activities, programmes and speakers. |
| 3.15 | To ensure production of destination statistics for Years 11, 12 and 13. |
| **4 Students** | |
| 4.1 | To establish and maintain high levels of expectations and aspiration in students. |
| 4.2 | To ensure Careers education & IAG has a high profile with students. |
| 4.3 | To provide relevant careers Education & IAG across all Key Stages. |
| 4.4 | To deliver careers lessons and assemblies when required. |
| 5 | **Miscellaneous** |
| 5.1 | To ensure that you take care of your own Health and Safety and that of your colleagues in-line with the School’s Health & Safety policy. |
| 5.2 | To undertake any other duties as may reasonably be required by your Line Manager. |
| 5.3 | To play a full part in the life of the Academy community supporting its distinctive mission and ethos actively promoting its policies and practices. |
| 5.4 | To play a part in marketing and liaison activities such as Open Evenings, Parents’ Evenings and other similar events as appropriate. |
| 5.5 | To work as a member of a designated team and contribute positively to effective working relations within the Academy by attending all appropriate meeting. |
| 5.6 | To engage actively in the Performance Management Review process. |
| 5.7 | To participate in the school’s Staff Development Programme by attending INSET, meetings and opportunities for further training and professional development as outlined in your Performance Review and whole school training plan. |
| 5.8 | To carry out your duties in accordance with the Academy’s Equal Opportunities policy. |

**NOTES:**

* The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
* This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
* This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
* The duties may be varied to meet the changing demands of the MAT/The Academy at the reasonable discretion of the Executive Principal/Principal.

September 2015