WOOTTON PARK

'Ipsum quod faciendum est diutius'

JOB DESCRIPTION

Post Title:	**Careers Officer**
Salary/Grade:	**H14-H20 £28,624 - £31,586 FTE**
Hours:	**37 hours a week (8am-4.00pm) Term time, plus 10 days (5 training days and 5 days in August for A-Level/GCSE results days)**
Employed by:	**Northampton Free School Trust**
Line Manager:	**Assistant Principal, Careers Lead**
Location:	**Wootton Park School**

Role Summary: Working to support the staff team and learners to provide professional support and effective careers guidance, enterprise initiatives and employability skills across the school to meet curriculum requirements.

Key Areas	**Responsibilities**
1. School Support	Support the *Create* Programme across KS4 / KS5. Attend Sixth Form, Year 6, Year 10 and Year 11 Open / Parents Evenings to provide information to learners and parents. Establish, develop, and maintain successful working relationships with a range of industries and Universities. Foster links with local colleges and training providers to support learners who leave post-16, or who wish to pursue non-Higher Education routes post 18. Provide relevant resources for Assemblies, Careers week, Department Leads and Form Time. Create printable resources for classroom displays and learners. Liaise with appropriate members of staff to ensure excellence of provision, to support disengaged learners and maintain accurate records. Assist the Work-Related Learning Team to maintain Gatsby Benchmarks and fulfil Baker Clause. Create connections with a variety of fields and organise guest speakers to attend Wootton Park School. To organise a careers day at the school once a year, inviting in companies, universities to meet with learners. To support learners on A-Level and GCSE results days with next steps. Keep up to date with current practice in Careers Guidance/Education. Monitor and report on destinations of year 11 and year 13 learners.
2. Learner Support	Provide drop-in sessions for learners who want to discuss Sixth Form courses, University course options or alternative pathways to further Education. Run CV, cover letter, interview and study skills workshops.

	Run workshops on employability skills, personal statements and UCAS applications. Assist in organising Work Experience opportunities for Year 10 and Year 12 learners. Monitor student engagement, progress, and data across the school's careers platform, Unifrog. Maintain resources for learners to access. Work with the Careers lead to ensure careers education is integrated within the curriculum, and update the CEIAG policy.
4. School	To undertake induction training and participate in staff review/appraisal/performance process and make use of professional development opportunities; to carry out the duties of the post in ways, which contribute to a supportive working environment within the school, for example; to comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the general public; adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school; to be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and Health and Safety at Work Act; to attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond total working week; to understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies; to liaise effectively with parents/carers, sharing and providing information as appropriate.
5. Administration	To carry out efficiently the various necessary administrative functions including school requirements in relation to the proper and accurate keeping of registers and records.
6. Development Aspects	To play a part in the development of departmental, curriculum development group and year team meetings as appropriate; to seek to identify personal staff development and INSET needs and ensure that these are discussed with Head of Department/senior staff.
7. Appraisal/Performance Management.	To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.
8. Health and Safety	To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines.
9. Extra-Curricular	To be involved in some aspect of extra-curricular activity.
10. Safeguarding	The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Requirements	**Essential (E)**	**Desirable (D)**	**Measured by Application form (A) or Interview process (I)**
Education / Qualifications:			
At least 5 A*-C GCSE including Math, English and Science or equivalent.	E		A
Formal qualification in career information and advice (or equivalent to)		D	A
Professionals knowledge, skills and competences:			
Evidence of further professional development	E		A
Experience:			
Working effectively in an education environment	E		A
Philosophy and commitment:			
Commitment to high standards, best value and continuous improvement	E		A/I
A 'can-do' approach and positive attitude to innovation and change	E		A
Commitment to Safeguarding & Child Protection	E		A/I
Personal qualities:			
Attention to detail Team player and ability to work on own Enthusiasm Initiative and self-motivation Flexibility, creativity and ability to think laterally Ability to be reflective and self-critical Committed to the aims of Wootton Park School	E E E E E E E		A/I A A/I A A A A