**JOB DESCRIPTION CAREERS LEAD**

**JOB PURPOSE**

* To develop and support the school’s Careers’ Education Programme, ensuring Careers’ Education & Guidance and Work Related Learning meets the Gatsby Benchmarks of Good Career Education, Information, Advice & Guidance.
* Develop links with the wider business community to organise and co-ordinate careers events, including practice interviews, invited speakers, mentoring and careers’ fairs etc.
* Working with contacts and appointed external providers to organise the school’s work experience programme.

**REPORTING**

* The post holder will report to the Director Of Development

**REQUIREMENTS**

* Level 6 qualification in careers management/guidance preferred.

**WORKING TIME**

36 hours per weekTerm Time Only plus 2 weeks. Exact hours to be agreed to meet the needs of the school. No holiday to be taken during term time. One week to be worked in August at the time of external exam results – actual days to be agreed with Line Manager.

 **KEY DUTIES**

* Working with the SLT to ensure that our careers provision complies with current statutory and advisory requirements, including the Gatsby Benchmarks, and to develop our provision so it responds to meet future internal and external requirements.
* To deliver career’s interviews and ensure appropriate strategies for addressing the needs of each pupil. Provide practical/common sense guidance and advice to students regarding future careers, employability, applications and transition points.
* Identify and prioritise students for guidance based on vulnerable groups. Ensure that tailored packages of support for those most in need are in place.
* Assist with the preparation of Careers Education, Information and Advice materials, for use by teachers and students, to develop the links between the curriculum learning and careers. Maintain Careers website.
* Develop access to and information on careers, employment prospects and trends and employment requirements and opportunities. Assist students in locating and using college, career information as needed for research, assignments and post-16 school planning.
* Co-ordinate the organisation of Work Experience placements for students, as appropriate, including responsibility for ensuring all placements are Health and Safety checked.
* Contribute to the strategy for ensuring inclusion, equality of opportunity and respect for diversity. Monitor students’ work experience choices/placements for evidence of stereotyping. Provide guidance and support for young people encountering difficulties, e.g. in making non-traditional choices, combating discrimination.
* Establish, develop and maintain a network of links with business and community partners. Working with these external links to develop and deliver work related activities for students for example to support with work experience, mock interviews and deliver careers’ fairs etc.
* Managing links with the external organisations such as: Careers & Enterprise Co, Local Authority.
* Organise & support trips to relevant businesses, events and universities.
* Organise careers’ resources including developing an area within the Learning Resource Centre (LRC).
* Promoting careers through all media including notice boards, school bulletin and electronic and social media including the school’s website.
* Support other school staff with the organisation of careers-related experience days/trips etc. and a programme of industry-related speakers, as appropriate.
* Support in the accurate and timely recording of all futures student destinations.
* To support in the coordination and organisation of the College’s Enterprise programme.

**Other Duties and Accountabilities**

* Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Designated Safeguarding Lead.
* To attend team meetings, staff meetings and school events as directed.
* Ensure compliance with your responsibilities as laid out in the school’s equal opportunity policy and take an active role in promoting equality and diversity.
* Contribute to the overall ethos/work/aims of the school.
* Take part in performance appraisal. Participate in training and other learning activities and performance development as required.
* To respect the confidentiality of all information relating to pupils, staff and their families.
* Adopt flexible working practices where required. The duties of the post outlined above are not exhaustive, and the post holder will be expected to be co-operative and flexible, undertaking such other duties as may reasonably be required of a member of administrative staff in a school.