



AMBITIONS

Academies Trust

JOB DESCRIPTION

NAME:

POST:

Careers, Advice & Guidance Lead

GRADE:

6 (SCP 16 – 22)

RELATIONSHIPS:

The post holder is accountable to the Principal in all matters relating to this post. All staff are ultimately responsible to the Chief Executive Officer (CEO). The post holder will work closely with team members and support the team when necessary.

PURPOSE:

- To have the lead responsibility for the delivery, provision and co-ordination of all aspects of careers' advice and guidance within the Special Sector of AAT. This includes contributing to the curriculum and programmes which will increase the employability and opportunities of students and hence support the reduction of students not in employment, education or training (NEETS).
- The Careers' Advice and Guidance Lead will be responsible for planning, organising and delivering any Work-Related Learning/Work experience for students. To include arranging workshops, visits, guest speakers and conference-style activities aimed at raising the aspirations of students.
- The Careers' Advice and Guidance Lead will be responsible for organising vocational courses, registering students and monitoring their progress on their studies.
- To lead on destination planning, applications and recording.
- To lead the careers team to ensure a high quality CIAG service for all students - with thriving, confident careers professionals working effectively and independently across all sites within the sector.

MAIN DUTIES & RESPONSIBILITIES:

- To promote and provide information and guidance about the range of education and training options that are most likely to help young people achieve their ambitions.
- To secure independent careers guidance and network regularly with other careers professionals in the area, to maintain your own professional development and ensure we are always providing the best possible variety of guidance to the students.
- To write and regularly review the Careers Policy in line with the AAT's policy review timetable.
- To write the Careers Strategic Plan for the sector and work closely with SLT and staff to implement and review its success, ensuring it remains relevant with developments in the community and national legislation.

- To deliver and organise face-to-face careers guidance which can benefit pupils, particularly those from disadvantaged backgrounds or those who have special educational needs, learning difficulties or disabilities.
- To provide individual, group, class or whole school careers advice guidance.
- Line management of Careers Support Staff across all sites within the SEN Sector.
- To work in partnership with external and expert careers guidance providers, as appropriate, to ensure pupils get good advice on the full range of post-16 options.
- To resource and provide a careers resource area in the LRC, the school website and VLE.
- To ensure students can access online guidance and national careers services.
- Develop the CIAG curriculum and work with SLT to implement it through various internal and external avenues (such as Learning for Life and the tutor programme).
- To support the options process.
- To attend relevant parents' and open evenings as well as career's fairs.
- To keep staff, including tutors, informed about choices, pathways, careers and options.
- To ensure all students have an interview experience and gain interview skills.
- To ensure all students have produced a CV.
- To arrange mentoring, workplace visits, work experience, work shadowing, enterprise clubs, employer talks and links with local higher education institutions.
- To arrange visits for 14 - 16year olds to local colleges, work-based education and training providers and universities and, where appropriate, to supplement these with local college and work-based education.
- To provide wider opportunities through increased employer engagement e.g. job shop, internships.
- To support the raising of aspirations.
- Responsible for preparation of clear and concise person-centred action plans, including SMART targets, which are challenging but realistic for their future.
- To provide the SLT, students and parents with up-to-date local labour market information to inform curriculum planning and career choices.

The postholder must hold a driving licence, have a business insurance and be willing to drive students on occasions. They will be reimbursed in line with AAT Mileage Policy.

GENERAL:

- To promote and support AAT's culture of "High Expectations for All" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of children in your care or that you come into contact with in accordance with the Trust Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Trust and Academy policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality. Any issues or breaches to be reported to the Trust HR Director at the earliest opportunity.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Trust Estates Director immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To identify and agree personal development objectives with your line manager.

- To be courteous to colleagues and provide a welcoming environment to visitors.

ADDITIONAL INFORMATION

Throughout the Trust it is our practice to vary the specific responsibilities in line with the needs of the Trust. This will be carried out in consultation with the post holder.

This is an outline job description only and the post holder will be expected to comply with any reasonable request from a manager to undertake commensurate work of a similar level, or any lesser duties, that are not specified in this Job Description.

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 Chief Executive Officer or nominated representative (in consultation with the post holder) to reflect the changing needs of the Trust.

Signed: **Date:**
Post Holder

One copy to be retained by member of staff and one kept on the employee’s file.

Ambitions Academies Trust Is Committed To Providing A Safe, Supportive And Stimulating Environment For All Its Pupils Following Keeping Children Safe in Education Guidelines. This Post is Exempt from the Rehabilitation of Offenders Act 1974

Outstanding Achievement for All