

Chelsea Academy Director of Careers

Job Description

Purpose: To lead Career Guidance, University Links, Access Project and to take responsibility for the destinations of all students at Chelsea Academy. To assist in the smooth running of the Sixth Form.

Reporting to: Assistant Principal Post 16

Job Purpose

- To ensure that every student at Chelsea Academy has access to outstanding careers advice and guidance and that they are given the skills to be successful in the workplace.
- To create links with city institutions and universities so that Chelsea Academy student can attend lectures and take part on internship programmes.
- To ensure that the Academy is seen as a leading instruction on careers and student development by ensuring that we have a national profile and always hold the careers quality standard.
- To oversee all aspects of work experience.
- To ensure that every student at Chelsea Academy goes to university or into meaningful employment and that no Chelsea Academy student becomes NEET.
- To support students and staff across the Academy in providing a clear vision, professional leadership and effective management for CEIAG at Chelsea Academy.
- Together with the Leadership Team and middle leaders establish and develop the Academy's values and distinctively Christian ethos within an inclusive, multi-faith community.
- To take on a pastoral role in the sixth form.
- To work with flexibility, resourcefulness and initiative, undertaking any duties necessary at the reasonable request of the Principal.

Main Duties

- Overall responsibility for careers education across the academy.
- Ensure that all students at Chelsea Academy have first class careers education and develop the skills that are needed in the world of work.
- Lead faculties in tracking Work Related Learning (WRL) across subjects in all Key Stages and be responsible for planning and monitoring its effectiveness. Ensure that WRL meets Ofsted guidance.
- Ensure every KS5 student undertakes a period of work experience and keep a record of this.
- Be responsible for the organisation, monitoring and evaluation of work experience for all Key Stage 4 students and produce a report each year of the impact of work experience.
- Create a 'CEIAG map' for provision from Years 7 – 13
- Liaise with the RBKC careers service to provide 1-2-1 interviews for students when appropriate.
- Liaise with the RBKC careers service and the SENCO to provide small group support for SEN students who may be at risk of NEET. Monitor and be responsible for the RONI pilot at borough level.
- Be responsible for tracking and reporting on destination measures at the end of year 11, 12 and 13.
- Liaise with the Vice Principal responsible for Curriculum to provide support for the Year 8 options conference
- Manage the allocated WRL budget effectively
- Liaise with the LRC staff to ensure that there are relevant careers' resources for students to access in the LRC

- To be the point of contact for the Access Project and ensure that student benefit from this programme.
- Work closely with the most able coordinator to ensure that we have a continuous stream of students applying to Oxbridge, The Russell Group and medicine and law courses.
- Ensure that at least 70 CA students attend the sixth form each year.
- Share pastoral responsibility in the Sixth form.
- Ensure that the sixth form centre is a place of learning and not a social space.
- Remain informed about the most recent WRL issues and opportunities both locally and nationally
- Attend CPD and local meetings relevant to the role.
- Investigate and follow up opportunities for careers-related trips and visits
- Use appropriate kitemark(s) to validate and self-assess WRL at the Academy
- Attend evening events and activities as appropriate.
- Sit on the extended leadership team.

Person specification

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • At least 5 'O' Levels / GCSEs which must include Maths and English Language (A*-C) or hold equivalent qualifications. • Have significant careers qualifications 	<ul style="list-style-type: none"> • Careers and work experience related qualification/degree
Experience	<ul style="list-style-type: none"> • At least two years experience working within a busy education environment. • At least 5 years of working in and leading careers in an education environment. • National experience of careers education. • Experience of using computers for office administration. • Experience working with young adults. • Reducing and tracking NEET figures in a school or college. • Know how to run work experience and have done this for at least 5 years. 	<ul style="list-style-type: none"> • At least eight years experience working within a busy careers/work experience related environment preferably in a school or Sixth Form college
Skills, knowledge and aptitude	<ul style="list-style-type: none"> • Have well-developed ICT skills and a strong awareness of the role of ICT within the designated role. • Have organisation skills and ability to work under pressure and meet deadlines. • Strong organisation and planning skills • Ability to take strategic overview. • Commitment to continuous professional development 	<ul style="list-style-type: none"> • Proficiency in using the Google Suite of programs. • Proficiency using MIS software systems for data gathering and analysis • Evidence of Continuous Professional Development
People, Relationships and Communications	<ul style="list-style-type: none"> • Be willing to work flexibly and is reliable and trustworthy. • Have high levels of personal integrity as befits a role of this importance. • Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy. • Be able to build strong professional relationships with staff and students 	

	<ul style="list-style-type: none">● Possess integrity, sensitive when dealing with confidential information, optimism, resilience, calmness and a sense of proportion.● Have a flexible, creative approach to work, able to deal with conflicting pressures● Possess excellent written and verbal communication skills	
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