

## JOB DESCRIPTION

**Job Title:** Careers Lead and Advisor  
**Responsible to:** Vice Principal: Culture and Ethos

### Job Purpose:

The role of the careers lead and advisor is to plan and implement a strategy for developing a careers programme for the Academy that meets the Gatsby Benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment. To provide professional career guidance services, including personal guidance interviews, in order to improve pupils' skills, knowledge and understanding for career planning and management.

### Principal Duties:

#### Personal Career Guidance

- To conduct client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
- To generate and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.

#### Careers information

- Use expert knowledge of careers information and labour market information and Intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- To organise careers fairs and other relevant activities in conjunction with the Careers Leader.

#### Career Guidance Programmes

- To provide updates to the Vice Principal on the development and delivery of the careers guidance programme in school and the achievement of the Gatsby Benchmarks.
- To facilitate career-related learning activities in groups with all students Yr 7-11.
- To be responsible for the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.

#### Networking, Consultancy and Advocacy

- To refer to specialist services if required to support specific needs of pupils e.g. young people with SEND.
- To communicate with relevant external agencies and networks for the benefit of pupils and the enhancement of the career guidance programme.
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- To negotiate Service Level Agreements, where relevant.

## Professionalism

- To abide by the relevant legislation, codes of professional practice, eg the CDI Code of Ethics and school policies.
- To abide by all measures to safeguard young people.
- To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.

## Leadership

- Working with the Vice Principal on the careers policy, strategy and resources
- Completing relevant reports for the Vice Principal and governors
- Reviewing and evaluating Gatsby benchmarks
- Responsible for achieving the Quality in Careers Standard Award

## Management

- Planning schemes of work for careers education
- Briefing and supporting teachers of careers education
- Monitoring teaching and learning in careers education
- Supporting tutors providing initial information and advice
- Managing, in partnership, the work of the careers adviser
- Monitoring access to, and take up of, careers guidance
- Managing the work of the careers administrator.

## Co-ordination

- Managing the provision of careers information
- Liaising with the PSHE leader, and other subject leaders, to plan careers education
- Liaising with tutorial managers, mentors, and SENCO to identify students needing guidance
- Referring students to careers advisers.

## Networking

- Establishing and developing links with employers
- Establishing and developing links with FE colleges, apprenticeship providers and universities
- Commissioning careers guidance services
- Managing links with other external organisations

## **General duties and responsibilities**

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Vice Principal: Culture and Ethos fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.

- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.