**Job Description**

**Careers Leader**

**Job title:** Careers Leader

**Employer:** The Durham UTC Ltd

**Responsible to:** Vice Principal, Business Engagement and Careers

**Salary:** Based on NJC Local Government pay scale **Pt 30-34 £27,358-£30,756** 37 hours, Whole Time Contract

The Careers Leader is responsible and accountable for the delivery of the UTC’s programme of career advice and guidance. It is a role that requires a clear overview of the UTC’s careers provision. Careers leadership involves: planning, implementing, and quality assuring a careers programme for the UTC; managing the delivery of career guidance, networking with external partners, including employers; coordinating the contributions of careers teachers, subject teachers, mentors and SENCO. The Careers Leader has the authority to influence the development of strategy and implement the careers programme. The Careers Leader is required to work in collaboration with the Vice Principal, Business Engagement and Careers to ensure employer and partner links are actively developed and retained to provide a range of meaningful career related activity.

As part of a core support team you will provide the services below:

1. **Leadership**

* Providing leadership on careers for a team of teachers, administrators, external partners and others who deliver career guidance
* Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks
* Reporting to senior leaders and governors
* Reviewing and evaluating career guidance and providing information for school development planning, Ofsted and other purposes
* Preparing and implementing a career guidance development plan and ensuring that details of the careers programme are published on the UTC’s website
* Understand the implications of a changing education landscape for career guidance e.g. technical education reform
* Ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to students in schools, including the publication of the policy statement of provider access on the website

1. **Management**

* Planning the programme of activity in careers guidance and develop schemes of work for careers education
* Briefing and supporting teachers involved in career guidance
* Monitoring delivery of career guidance across all eight Gatsby Benchmarks using the Compass evaluation tool
* Supporting mentors providing initial information and advice
* Managing the work of others e.g. Careers Advisers, administrative and other staff involved in the delivery of career guidance
* Monitoring access to and the take up of guidance
* Ensuring colleges and apprenticeship providers have access to the UTC to share opportunities with all students
* Managing their own CPD and supporting ongoing relevant careers CPD of UTC colleagues
* Work with the Business Engagement Manager to drive the programme of activities to support employer engagement, including visits, projects, placements and events
* Provide admin support for student visits and placement activity
* Deliver careers focused sessions to students as and when needed

1. **Coordination**

* Managing the provision of career and labour market information
* Managing the careers section of the school’s website, ensuring information is accurate and up to date
* Liaising with subject leaders to plan their contribution to careers guidance
* Liaising with mentors, SENCO and heads of departments to identify students needing guidance
* Referring students to Careers Advisers
* Communicating with students and their parents about careers and developing workshops for parents to keep them fully informed about the UTC careers education programme
* Coordinate and lead on being a Careers Hub for the North East LEP
* Coordinate an internal careers team and create a careers lead within each directorate who are supported to embed careers within the curriculum
* Commission and coordinate impartial careers services

1. **Networking**

* Establishing and developing links with FE colleges, apprenticeship providers, and universities
* Commissioning career guidance services where appropriate
* Building a network of alumni who can help with the career guidance programme
* Work collaboratively with the Business Engagement Manger to manager links with the LEP, the UTC Enterprise Advisor and other external organisations
* Establish constructive, professional relationships and communications with other agencies and professionals on behalf of the UTC

1. **Supporting within the organisation**

* To maintain destination data for all UTC leavers
* Support the safeguarding activities of the UTC
* Promote the UTC’s values with staff, students and external agencies
* Treat students as young adults, show them respect and earn theirs
* Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach
* Work with the Principal and SLT to critically evaluate the UTC’s performance and influence change
* Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills
* Be efficient with resources and mindful of waste to ensure value for money

1. **Additional duties**

* Act with integrity and ensure a high standard of care and safeguarding for all our students
* Be aware of and comply with health and safety rules and legislation, ensuring the safety of students and staff at all times
* Appreciate and support the role of other staff
* Actively support Teaching and Learning
* Contribute to the overall ethos/aims and mission of the UTC
* Act in compliance with data protection legislation in respecting the privacy of personal information
* Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information
* Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC