



Job Description

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| Post title: Head of Careers and Progression | |
| Department: Careers | Date compiled: December 2020 |
| Salary: £40,000 - £45,000 | Hours per week: 37.5 Weeks per year: 52 Mon - Fri plus some Saturday mornings in term time |

Immediate line manager: Head of Upper School (with regular liaison with Head of Middle School).

Designation of any staff line managed by the post holder:

- Careers Administrator
- Work Experience Officer
- American Fellow (when applicable)

In addition, the postholder leads teaching colleagues contributing to the careers programme.

Job purpose:

- To provide an inspiring and best practice careers service throughout the School, that complies with or exceeds each of the Gatsby benchmarks;
- To provide engaging and interactive careers advice, guidance and support on subject options and post-school choices, including Higher Education planning and work-related learning;
- To develop, implement and review a strategic plan which guides the policies, plans, targets and practices of the Careers Department.

Principal duties and responsibilities:

The role may encompass all of the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.

Principal Duties

All Pupils

- Lead and manage the Careers Education Programme in Forms 4 to 7 (NC Years 10-13).
- Advise pupils on work experience opportunities and, through the Work Experience Officer, assist pupils in work experience placements and administer the required paperwork.
- Contribute to the tutorial programme in consultation with the relevant Head of Section (Head of Middle School, Head of Upper School).
- Attendance at Parents' Evenings and active promotion of careers in school assemblies and at information events and open mornings.

Up to GCSE

- Maintain and coordinate careers sessions for Form 4 and 5.
- Manage careers psychometric testing.
- Ensure each pupil has an individual careers interview before 16+ choices are required.

Beyond GCSE

- Producing careers information through hard copy literature, e-communications and displays.
- Providing options guidance, preparation and support for university/course selection, apprenticeships and other pathways (e.g online interviews, video applications).
- Providing guidance, preparation and support to pupils on completing application forms, interview technique and presentation skills.
- Innovative and dynamic contributions to the PSHE programme throughout the School.
- Arrange that all pupils have access to careers testing and ensure each has an individual careers interview.
- Oversee and manage all university applications other than to UCAS.
- Liaise with the Oxbridge and medical applications Co-Ordinators to support pupil applications.
- Monitoring, recording and communicating leaver destination information to relevant members of the school community.
- Organise annual careers events, such as the Careers Fair, University Fairs, Careers Week, University Day, UCAS Application Day and Apprenticeship talks.

Beyond Oakham

- Suggesting, developing and maintaining effective partnerships with local, national and international businesses.
- Developing a network of specialist partners to provide guidance on specific careers.
- Attendance at national and international professional development opportunities, including conferences organised by universities, UCAS, International ACAC and /or CIS.
- Liaison with external careers services. Organising and hosting regular visits from the Armed Forces Schools Liaison Officers.
- To assist pupils with university placement if difficulties arise upon presentation of public examination results.
- Working closely with the Director of External Relations to foster positive links with the former pupils (Old Oakhamians) community, to include career lunches and briefings, networking opportunities at university and in the workplace, video-conferencing and podcasting, and support with work experience placements.
- Administer UCAS applications of Old Oakhamians.
- Keeping abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions.

Parents



- Provide collective and individual guidance to parents on post-Oakham options as appropriate.
- Organise and present information to parents on the careers and university programme, UCAS Applications and Student Finance.

Management

- Manage the careers team, budget and library resources.

Any other duty which may be reasonably requested of the line manager.

All staff are expected to comply with the School's Health and Safety policies in the performance of their duties.

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| Job description drawn up by | Head of Upper School, Simone Lorenz-Weir | Date: December 2020 |
| Approved for department by | Human Resources | Date: December 2020 |