



Job Description & Person Specification

Job title	Careers Lead
Hours of work	25 hours per week (worked over at least 4 days) 40 weeks (Term time + 1 week around Results Days in August, spread over 2 weeks) Weekly hours to include attendance at evening/additional commitments.
Employment status	Permanent
Grade	Grade J 21-23
Salary	£36,124 to £37,938 (pay award pending)
Actual salary	£21,532 to £23,125

Job Purpose

To support and inspire our pupils in Key Stage 3-4, and students in the Sixth Form, by providing the information, advice, guidance and opportunities they require to make aspirational but realistic choices about future education, training and careers. Furthermore, a key purpose of the role is to ensure that, once choices are made, pupils and students are supported in making a smooth and successful transition post 16 into our sixth form and post 18 onto university, apprenticeship or employment.

Responsible to

The member of the Leadership Team with responsibility for overseeing Careers Education and the Business Manager and has overall responsibility for all school support staff.

Contacts

Effective working relationships will need to be formed with a range of stakeholders including:

- A diverse range of staff within school (e.g. members of the Leadership Team, relevant Learning and Pastoral Managers, Curriculum Leader for PSHCE)
- The Work Experience Administrator, who the Careers Lead will line manage
- Representatives from outside agencies (e.g. Careers and Enterprise Hub, WIN programme, UCAS, employers, etc)
- Pupils, students and parents

Key Tasks

- Coordinate a coherent careers education programme through liaising with the Curriculum Leader for PSHCE to ensure that KS3 and 4 lessons have meaningful careers content within the schemes of learning. This includes the provision of relevant resources and supporting teaching staff with the delivery of careers related lessons.
- Lead and co-ordinate the Work Experience programme for Year 10 and Year 12, including launching a presentation to students and parents, liaising with the year teams and supporting students to secure appropriate placements. In addition, support the arrangement of longer term work experience for pupils on a vocational pathway.
- Line manage the Work Experience Administrator so that all Year 10 and Year 12 students are successfully placed in a suitable and meaningful placement.
- Plan and organise Careers activities such as our annual Careers fairs and activities for Careers Week.
- Meet with pupils and students in Key Stages 3, 4 and 5 on a one-to-one and/or in small groups in order to provide high quality and impartial information, advice and guidance relating to further education, training and careers.
- Provide additional support to young people identified as becoming NEET at post 16, with application and interview support.

- Liaise with the School's Special Educational Needs Coordinator (SENCO) in providing Careers information, advice and guidance to pupils and students with EHCPs, particularly in Years 10 and 11, and other students with SEN as appropriate.
- Assist pupils and students in gaining the skills required to increase their chances of successful transition from education to employment, for example interview and application skills.
- Assist pupils and students in drawing up action plans for employment, education and training and supporting them to achieve these goals.
- Provide information, advice and guidance at KS4/5 Options Evenings, PIAGs (Parent Information, Advice and Guidance meetings), and other events as appropriate.
- Keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- Attend GCSE and A level results days, to provide information, advice and guidance to pupils and students, as well as support students and the sixth form team in the days following Results Days.
- Track and monitor progression and destinations data from Year 11 and 13 into further/higher education, employment or training.
- Gather a range of evidence to evaluate the quality of careers education and transition in order to complete a Department Self Evaluation Form and Development Plan to drive ongoing improvement in this area.
- Liaise with the School Resource Centre Manager to ensure the careers library is well resourced and organised.

Other Duties

This job description is intended as a guide to the general duties required of the post.

Occasionally the postholder may be required to undertake training and perform duties other than those given in the job description. This will include assisting in various activities relating to the supervision of pupils and students, such as:

- invigilating tests and examinations
- providing general supervision at break/lunchtime and during School trips and other functions
- acting as emergency cover for tutor groups in situations where other staff have been delayed or called away

Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Equal Opportunities

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

Health and Safety

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

Confidentiality

All employees are expected to respect confidentiality in relation to school business and pupil data.

Signed: _____

Date: _____

Person Specification

Qualifications	Essential	Desirable
Degree	•	
Qualification within the field of Careers Guidance, or an interest in acquiring this		•
Experience	Essential	Desirable
Experience of working with young people aged between 11 to 18 and/or post 16	•	
Experience in Information, Advice and Guidance (IAG), Careers and Further Education and in Higher Education and Training		•
Experience of working within a primary or secondary school		•
Personal Qualities	Essential	Desirable
Ability to work on own initiative	•	
Positive attitude to student development	•	
Good time management and organisational skills	•	
A friendly disposition and good sense of humour	•	
Strong work ethic and high expectations	•	
Clear understanding of and respect for confidentiality	•	
Competent skills in using applications across the Microsoft suite (e.g. Excel) and a willingness to further develop ICT skills as required	•	
Flexible and open minded	•	
Ability to liaise effectively at all levels	•	
Good communication skills	•	
Positive attitude to personal development and continuous professional development	•	