



Job Description

Job Title: Careers Advice and Guidance Lead

Responsible to: Assistant Headteacher

Salary Grade: 5

Key Purpose:

- To work alongside the Assistant Headteacher (AHT) to provide an ambitious programme of careers advice, information and guidance to students about future educational choices and career pathways.
- To support the organisation and implementation of a comprehensive in-house careers programme and provision which goes beyond statutory requirements and meets the needs of all pupils.

Main Responsibilities:

- Work to provide a first-class careers provision including individual and group appointments, administration, events and referrals in collaboration with wider school staff and external stakeholders.
- To provide and/or organise impartial careers guidance and support to students, helping them to identify their strengths, explore career options and plan aspirational future pathways in KS3, 4, post-16 and post-18 pathways.
- Support the planning and organisation of careers events within school.
- Support 1:1 careers guidance appointments and group appointments for students and work alongside the external guidance provider to ensure personalised career action plans for students are recorded.
- Liaise with training providers and colleges and universities regarding courses on offer.
- Liaise with organisations to source training and work experience opportunities.
- Monitor, record and report student destinations data and use this data to drive continuous improvement.
- Distribute general careers information relating to events such as university open days, taster days, apprenticeship opportunities, work placement opportunities networking events and summer schools.

Additional Duties:

- Occasionally escort and supervise pupils on educational visits and out of school activities.
- In exceptional circumstances, provide cover for students.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified. Other duties commensurate with the salary and role may be assigned at the discretion of the Headteacher

This job description is current but, following consultation with you, may be changed to reflect or anticipate changes in the role which are commensurate with the salary and job title.

This job description will be reviewed annually in consultation with the post holder through the appraisal process.