

Job Title:	Careers Education Support Officer
Salary:	Grade E
Responsible to:	Lead Learning Administrator Assistant Headteacher
Date of Job Description:	November 2023

Purpose of the Role:

To assist the Lead Learning Administrator and Assistant Headteacher in achieving strategic Careers educational outcomes; through helping them to deliver the action plan across the academy by carrying operational and administrative duties.

An opportunity to work towards Level 6 Qualification in CEIAG, registered with CDI.

Main Tasks and Responsibilities

- Supporting the administration of careers interviews across the academy.
- Shadowing external Careers Advisors in careers interviews before undertaking some independently.
- Supporting the management of the provision of careers and labour market information.
- Following guidance from the AHT and Lead Learning Administrator keep the careers section of the school's website up to date.
- To liaise with employers, post-16 providers and outside career-based agencies to create an extensive range of Future Room sessions to support curriculum area leaders and build knowledge base of students' around careers in the curriculum
- Establishing and developing links with FE colleges, apprenticeship providers and

universities and employers including organising and leading careers educational visits.

- Supporting the arrangement of experiences of the workplace each year.
- With guidance from the AHT and Learning Support Manager support in planning and organising a range of careers education initiatives across the Academy
- Support the AHT and Lead Learning Administrator in demonstrating the impact of strategies to improve careers education in school through undertaking data collection and analysis of destinations and NEET outcomes.
- To communicate and consult with students and parents about individual student careers guidance
- To attend Options, Open evenings and KS4 parents' evenings and support the Lead Learning Administrator and AHT in preparing for this as well as participating in discussion with parents and students.
- Demonstrate a keen interest in the concerns of students and an understanding of the factors that impact on young people and their decision-making abilities in the careers support you provide.
- Excellent communication skills and an ability to engage students, staff and parents.
- Flexibility, reliability and a high level of organisational skills.

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.

- An understanding of, and support for, the ethos of the school.
- To work in support of the Team FCAT Work and Wellbeing Charter.