

**Location:** The Oakwood Academy and Park Vale Academy

**Salary:** Redhill Academy Trust Band 9 Scale Points 41 – 45

**Hours of Work:** 30 hours per week, term-time only + 2 weeks

**Responsible to:** Trust Careers Lead and Schools SLT Personal Development Lead

**Post Objective:** Working across two schools within the Academy Trust ensuring each school has an excellent careers programme that meets the expectations set out in the Gatsby Benchmarks.

Main Duties and Responsibilities:

- Working across two schools in the Academy Trust splitting your time approximately 2 days at each school.
- Provide support to the school, staff, students, and parents in relation to Careers Education, Information, Advice and Guidance (CEIAG).
- Provide information, advice, and guidance to students one-to-one and in groups, ensuring all one-to-one interventions are documented using a careers action plan.
- Work with the Careers Leader to implement the careers programme across all year groups in each Academy, liaising with the SLT link and Trust Careers Lead.
- Support the planning and delivery of careers related lessons and group work, including CV workshops, self and opportunity awareness lessons and Labour Market Information, across all year groups.
- Arrange and coordinate events during National Careers/Apprenticeship Week with the support of the Careers Leader.
- Plan and coordinate with the support of the Careers Leader a mock interview day for KS4 students.
- Support the planning of internal and external educational and workplace experiences, developing links and connections with local outreach teams.
- Support the Careers Leader by attending and organising all necessary procedures with regard to careers related trips when required.
- Support the Careers Leader by managing links with the LEP (Local Enterprise Partnership) and other external organisations.
- Support the link between curriculum learning and careers, embedding careers content into subject areas.
- Support the Careers Leader by monitoring the delivery of CEIAG across the eight Gatsby Benchmarks, using the Compass evaluation tool.

- With support from the Trust Careers Lead, ensure the careers section on the school's website, is accurate and up to date, and has published details of its careers programme and compliance policies including Provider Access Legislation.
- Ensure careers related noticeboards and social media platforms are up to date and accurate. Contribute to the school newsletter by writing articles for careers related events.
- Liaise with Tutors, Mentors, SENCO, and Heads of House to identify pupils needing guidance. Refer to The Risk of NEET Indicator (RONI) as a tool to identify students who have risk factors for becoming NEET and liaise with the local authority to refer these students for external support.
- Ensure the destinations of school leavers are tracked and that this information is used to improve the effectiveness of the school's careers programme.
- Attend Year 10 and 11 parent's evenings including Year 9 options evening, and the Redhill Academy 6th form open evening if required.
- Attend GCSE Results day.
- Comply with all school policies and procedures including those relating to safeguarding, child protection and IT security.

***This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.***

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Level 6 Qualification in Careers Guidance and Development (or willing to work towards this standard)</p> <p>Level 2 or equivalent qualification in English and Maths</p>	
<b>Knowledge, Skills &amp; Abilities</b>	<p>Working with young people in an educational setting</p> <p>Managing a caseload</p> <p>Administrative work</p> <p>Delivering 1:1 career guidance</p> <p>Ability to build rapport with young people</p> <p>Good communication skills, both written and verbal with the ability to relate to a wide range of people and organisations</p> <p>Ability to manage and develop relationships with a range of external providers</p> <p>Ability to collaborate with a range of different colleagues in school</p>	<p>Planning / organising and running events and trips</p> <p>Knowledge of career development theories and techniques</p> <p>Ability to plan and deliver high-quality CEIAG provision</p> <p>Knowledge of how to utilise technology and social media to enhance CEIAG provision</p>

	<p>Time management and organisation skills</p> <p>Ability to use IT effectively</p> <p>Flexible attitude to work (willing to attend evening events / Results days)</p>	
<p><b>Personal Qualities</b></p>	<p>Commitment to safeguarding and protecting the welfare of young people</p> <p>Commitment to impartiality, equality, and diversity</p> <p>Commitment to uphold school policies in regard to Health &amp; Safety and GDPR regulations</p> <p>Commitment to sustaining regular attendance at work</p>	