



Location: Tupton Hall School, Station New Rd, Old Tupton, Chesterfield, S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 - 45

Hours of work: 15 hours per week, term time + 2 weeks

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

Post objective: Provide support to the school, staff, students, and parents in relation to Careers Education, Information, Advice and Guidance (CEIAG) that meets the expectations set out in the Gatsby Benchmarks.

Main Duties and Responsibilities:

- Provide support to the school, including 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.
- Liaise with Tutors, Mentors, SENCO, Heads of House and Head of 6th Form 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 shared with the Careers Lead and SLT link to improve the effectiveness of the school's careers programme.
- Attend KS4 and KS5 parent's evenings including Year 9 options evening, and 6th form open evening if required.
- Attend A LEVEL and GCSE Results day.
- Work closely with the Careers Leader who implements the careers programme across all year groups in each Academy, liaising with the SLT link and Trust Careers Lead.
- Support with the delivery of careers related lessons and group work, including CV workshops, self and opportunity awareness lessons and Labour Market Information, across all year groups.
- Communicate open days, events and activities during National Careers/Apprenticeship Week.
- Support the link between curriculum learning and careers by supporting the Careers Leader embed careers content into subject areas.
- Support the Careers Leader with the planning and delivery of annual events including a mock interview day for KS4/5 students and Academy careers fair.

- Support the Careers Leader with the development of external educational institutions including FE/HE and workplace experiences, developing links and connections with local outreach teams and business links.
- Support the Careers Leader by engaging with the CEC (Careers and Enterprise Company) and other external organisations.
- Support the Careers Leader by attending careers related trips when required.
- Support the Careers Leader by monitoring the delivery of CEIAG across the eight Gatsby Benchmarks, using the Compass evaluation tool.
- With support from the SLT link, Trust Careers Lead, and Academy Careers Lead to ensure the careers section on the school's website, is accurate and up to date, and has published details of its careers programme, staff and compliance policies including Provider Access Legislation.
- Ensure any 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 including open days.
- Comply with all school policies and procedures including those relating to safeguarding, child protection and IT security.



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

	Ability to use IT effectively Flexible attitude to work (willing to attend evening events / Results days)	
Suitability to work with children	Enhanced DBS clearance is required for this position Eligible to work in regulated activity with children Commitment to safeguarding and protecting the welfare of young people Commitment to impartiality, equality and diversity Commitment to uphold school policies in regard to Health & Safety and GDPR regulations Commitment to sustaining regular attendance at work	