

JOB DESCRIPTION

Job Title	Career & Aspirations Leader
Set Grade	Grade 9
Scale Point Range	34 – 39
Contract Terms	Support Staff
Responsible to:	Deputy Headteacher (Senior Academy)

Statement of purpose

Reporting to the Deputy Headteacher the Career & Aspirations Officer will take responsibility and accountability for the delivery of the Academy's programme of careers education, information, advice and guidance (CEIAG). The post holder will lead colleagues in order to ensure that the school meets the Gatsby Benchmarksⁱ and provides an outstanding programme of careers support to help raise the aspirations of our learners.

Support Strategic Management

- Plan an effective programme of careers guidance activity across all years 7 – 13 and lead the team of teachers, support staff and external partners who deliver it within the curriculum.
- Coordinate bespoke enrichment days to provide students with access to careers and employability skills opportunities.
- Develop and implement an operational delivery plan for CEIAG, advising the senior leadership team (SLT) on policy and strategy for careers guidance.
- Review and evaluate the plan for CEIAG and provide information for school improvement planning, Ofsted and other purposes.
- Ensure that the careers programme continuously improves by collating feedback from all stakeholders so that it delivers the required impact for our young people to flourish and be successful.
- Provide reports and analysis on the effectiveness of the school's career strategy according to the Gatsby benchmarks and destination data to SLT and academy councillors.
- Understand the implications of a changing education landscape for careers guidance, e.g. technical education reform, apprenticeships etc.
- Ensure compliance with legal requirements in order to provide independent and impartial careers guidance.
- Identify sources of funding for CEIAG and compile and submit bids to SLT for careers based projects.
- Liaise and support Directors of Subject to embed meaningful opportunities for developing students' careers knowledge and employability skills within their curriculum areas.
- Develop and deliver presentations and group learning through seminars, workshops, assemblies and contribute to the EDGE enrichment programme in student career development from years 7 to 11 and Post16.
- Identify vulnerable students who may be at increased risk of becoming NEET (Not in Education, Employment or Training) and implement bespoke support strategies to mitigate this risk.
- Communicate and liaise with parents/carers of vulnerable students in order to provide support and guidance during Parents' Evenings.
- Provide direction to the representative of 'Aim Higher' to raise aspirations for students from disadvantaged backgrounds in order to assist them to overcome the barriers of social disadvantage.

- Liaise and negotiate a service level agreement with the local authority for support for vulnerable young people, where required.
- Organise, promote and co-ordinate all work experience activities. Overseeing the provision of work placements for vulnerable students experiencing an alternative curriculum and ensuring that the placements are successful, providing practical support when required.

Support to Academy

- Maintain close links and liaise with a wide range of colleges & universities, apprenticeship providers, and employers in order to organise and implement events and opportunities for students which support the career development, progression and employability skills of students at the Academy.
- Manage the careers section of the school's website, ensuring information is accurate, current and relevant.
- Lead and support the Careers admin/support team to ensure that it is delivering the best service possible to the Academy and its students.
- Oversee the Careers budget in order that all activities remain within approved limits.
- To provide high quality one to one interviews to students within the Academy to support long term destinations.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

**Person Specification
Careers & Aspirations Officer**

Minimum Criteria for Two Ticks *	Criteria	Measured by
	<p>Qualifications/Professional membership</p> <ul style="list-style-type: none"> • Educated to Degree Level (6) in appropriate subject /and or experience in career guidance and development. • Willing to work towards/complete Level 6 Career Guidance and Development with non-careers degree. • Responsible for identifying own Continuous Professional Development and maintaining knowledge and skills. 	I
	<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Understanding and some experience of developing careers and work-related learning activities in an educational setting. • Understanding and knowledge of FE and HE employability agenda, apprenticeships and other training opportunities, careers and alternative education options. 	AF/I
	<p>Skills</p> <ul style="list-style-type: none"> • The ability to build good relationships based on mutual respect with young people and staff. • The ability to represent the Academy effectively to the external business community and to encourage their participation in the work of the Academy. • The ability to work independently and proactively to initiate, implement and develop new strategies and initiatives. • The ability to lead, motivate and develop staff, including middle leaders, to improving careers provision in the curriculum • Must have a good level of IT literacy and experience. • Must be organised and able to work to time-scales. • Must be able to manage multiple priorities. • Must be able to demonstrate excellent written and oral communication skills. • Must have an understanding of the role of those working in child care settings with regard to promoting and safeguarding the welfare of 	AF/I

	young people and a clear commitment to acting at all times in the best interests of the health, safety and welfare of young people.	
	Behavioural Attributes <ul style="list-style-type: none"> • Builds positive personal relationships with stakeholders, through regular contact and consultation. • Accepts, supports and is able to implement change. • Proactively seek opportunities to increase job knowledge and understanding • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Requires minimum supervision • Takes responsibility for own actions • Identifies and overcomes barriers and manage risks • Takes quick and effective action 	AF/I

A = Assessed at Application
Assessment through Test

I = Assessed at Interview

T =



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

ⁱ (1) A stable careers programme, (2) learning from careers and labour market information, (3) addressing the needs of each student, (4) linking curriculum learning to careers, (5) encounters with employers and employees, (6) experiences of workplaces, (7) encounters with further and higher education and (8) personal guidance