

Job Description: Careers Lead

Post: Careers Lead

Line Manager: Principal

Start Date: 1st September 2025

Salary: Grade SO1 Point 32-Grade SO2* 39, (FTE £33,520-£38,114)

- Pro Rata 37hrs TTO £29,444 - £33,480
- Salary Based on 2024/25 figures and subject to 2025/26 Cost of Living rise.
- SO2 Grade for Level 6 IAG Qualified Staff.
- SO1 grade for unqualified

Contract: Permanent, 40 weeks (term time Only plus 2 days in the summer holiday during the GCSE and A level result periods.

Job Description

The Careers Lead is responsible and accountable for the delivery of the UTC's Strategic Careers Education Plan. Careers Leadership involves working to ensure students are at the heart of all planning, implementing, and quality assurance; managing the delivery of career guidance, networking with external partners, including employers; coordinating the contributions of teachers, subject teachers, mentors and SENCO. The Careers Lead has the authority to influence the development of strategy and implement the careers programme. The Careers Lead is required to work in collaboration with the SLT to ensure employer and partner links are actively developed and retained to provide a range of meaningful career related activity to meet the needs of the UTC and curriculum.

As Careers Lead, you will provide the services below:

1. Leadership

- Develop a 3-year Strategic Careers Education Plan for Governor approval that meets the uniqueness of a UTC, its curriculum including links to PSHCE and requirements of the latest Gatsby Benchmarks
- Lead and support academy staff in the delivery of the Strategic Careers Education Plan
- Evaluate impact of the Strategic Careers Education Plan and Gatsby Benchmarks
- Lead on delivery and application of the UTC Baker Award
- Understand the implications of a changing education landscape for career guidance
- Communicate careers activities, opportunities and LMI with students, parents and carers
- Collect and maintain destination data for sharing with Birmingham City Council, Baker Dearing Education Trust, SLT and Governors
- Use Compass+ to manage, track and report on the school's careers provision against the latest Gatsby Benchmarks.
- Support and be part of all internal and external inspections as required

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Management

- Advise the senior leadership team on policy, strategy and implementation of the Strategic Careers Education Plan
- Facilitate and ensure compliance with the legal requirements to provide independent career guidance
- Plan the programme of activity in careers guidance and develop opportunities for contextualised learning within curriculum areas linked to Skills Builder
- Quality assures the delivery of career guidance across the academy
- Maintain records of all career's education activity using appropriate database (GroFar, Skills Builder, Compass+)
- Provide timely audits against the Strategic Careers Education Plan and Gatsby Benchmarks for SLT, Governors and external bodies
- Evidence compliance with all eight Gatsby Benchmarks using the Compass evaluation tool
- Managing the work of others e.g. Careers Advisers, administrative and other staff involved in the delivery of career guidance
- Provide support for student visits and placement planning/activity
- Manage and report student achievement of the UTC Baker Award
- Develop and maintain use of linked digital platforms (GroFar, Skills Builder, Compass+)
- Ensure that all departments sign post and deliver careers learning in their schemes of work and link curriculum with Skills Builder.
- To conduct 1:1 and small group careers guidance interviews for all students
- Ensure suitable provision for careers education is made for SEND students, Pupil Premium and disadvantaged students
- Support students in their transitions between Key Stages and offer support to the Sixth Form Team during periods of transition.
- Coordinate encounters with employers and work experience opportunities. Be responsible for ensuring all placements are Health and Safety checked. Seek advice, as appropriate, regarding specialist assessments. Contact employers during the placement to check on students.
- Support Curriculum Areas in the planning and delivery of Industry Focus Weeks
- Manage a budget to support implementation of the Strategic Careers Plan

2. Coordination

- Manage the provision of career and labour market information
- Manage the careers section of the school's website, ensuring information is accurate and up to date
- Liaise with subject leaders to plan their contribution to careers guidance
- Liaise with mentors, SENCO and Curriculum Area Leaders to identify students needing guidance
- Commission and coordinate impartial careers services
- Coordinate KS4 Work Experience and assist with placements for T Levels
- Liaise with EVC Coordinator to ensure effective record keeping of careers related residentials, trips and visits

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3. Networking

- Establish and develop links with FE colleges, industry partners, and universities
- Commission career guidance services where appropriate
- Build a network of alumni who can help with the career guidance programme
- Attend local and national careers related forums and events applicable to AUEA

5. Supporting within the organisation

- Support the safeguarding activities of the UTC
- Promote the UTC's values with staff, students and external agencies
- Treat students as young adults, show them respect and earn theirs
- Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach
- Work with the Principal and SLT to critically evaluate the UTC's performance and influence change
- Contribute to the CPD of staff using own expertise and seek opportunities to develop personal knowledge and skills
- Be efficient with resources and mindful of waste to ensure value for money
- Be willing to undertake appropriate professional development to support the role
- Contribute to the strategy for ensuring inclusion, equality, reality of opportunity and respect for diversity.

6. Additional duties

- Act with integrity and ensure a high standard of care and safeguarding for all students
- Be aware of and comply with health and safety rules and legislation, always ensuring the safety of students and staff
- Actively support Teaching and Learning
- Contribute to the overall ethos/aims and mission of the UTC
- Act in compliance with data protection legislation in respecting the privacy of personal information
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC

Special Considerations

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.