



Job Description

Purpose of the role

To embrace the mission and values of Bristol Cathedral Choir School, ensuring that **every** student achieves their absolute best, by providing the best and most appropriate careers opportunities to our students, helping inform them of their options and guide them towards a better understanding of their career prospects for the years ahead.

Details of the role

Our mission at Bristol Cathedral Choir School is to harness the power of our community, so that we all learn, grow and develop into the best versions of ourselves. This is because at BCCS we are: Gathered together, that all may thrive. We do this by living out our three core values in all that we say and do. These are: Kindness, Courage and Hope.

The role of Careers Lead is a non-teaching post with the specific remit to take responsibility for leading the careers provision within our school. This important role will hold strategic oversight of the school's programme of career advice and guidance to pupils.

Candidates must have a Level 6 careers qualification (a statutory requirement for this post), or must be working towards this. The Careers Lead will work collaboratively with colleagues, students and external parties to provide the best career experiences for our students.

Core Responsibilities

- Have strategic oversight of CEIAG (Careers Education, Information, Advice, and Guidance) at Bristol Cathedral Choir School, including fulfilling statutory requirements and ensuring the school meets all Gatsby benchmarks for good careers guidance;
- Develop employer encounters and university visits for students in all relevant

year groups;

- Develop our KS3 Careers programme, providing quality opportunities to all students in collaboration with other CST schools and external agencies;
- Plan and deliver group workshops on a range of CEIAG topics, including UCAS and job applications, CVs and interview techniques;
- Manage the use of Unifrog to document to all students opportunities and experiences during their Careers journey;
- Work closely with relevant members of the central team and BCCS staff to ensure every Year 10 student takes part in a careers interview;
- Ensure every Year 10 student secures a work experience placement, liaising as required with the CST Work Experience Coordinator;
- Empower staff to support the CEIAG agenda and to signpost students to appropriate, professional sources of information and advice.
- Develop local business links to facilitate work experience placements for students;
- Continually improve Careers information available to students, including developing and updating information held on the school website careers page;
- Conducting relevant careers conversations, providing high quality career advice and guidance services, and providing impartial information to all relevant students.
- Work collaboratively with the wider team to support students to transition to sixth form or college, assisting when required with open days and events.

General Responsibilities:

- Be aware of and understand the School's Equal Opportunities, Race Equality, Whistleblowing, IT and Safeguarding Policies, ensuring at all times that the duties of the post are carried out in accordance with School Policies;
- Comply with the CST code of conduct;
- Ensure compliance with all Health and Safety legislation, risk assessments and associated codes of practice and school policies;
- Review and develop working practice by developing and maintaining effectiveness as a member of the school staff through taking responsibility for

own continuing professional development;

- Work effectively with both teaching and support staff, applying your own strengths and expertise to contribute positively to the overall aims and objectives of the school;
- Undertake any duty or responsibility that the Headteacher and line manager asks, relevant to the school's needs and commensurate with grade;
- Maintain confidentiality and work within the requirements of data protection/GDPR at all times;
- Work creatively and collaboratively with colleagues across our Trust;
- Work to a high level of administrative accuracy;
- Proactively and constructively raise improvement ideas, and support improvement initiatives;
- Be a professional presence around the school site. Follow, support and model the implementation of the school's behaviour policy;
- Be active in pursuing personal and professional development beyond your immediate role, seeking breadth of knowledge and experience, as well as depth;
- Care for our environments, supporting the collective efforts to create effective and stimulating spaces for learning;
- Be responsible for promoting and safeguarding the welfare of all pupils and young people within the school;
- Uphold and promote the ethos and reputation of the School at all times.

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.

The role will involve regular and frequent face to face contact with students, staff, parents/carers and members of the public. The post holder will be required to become familiar with the entire staff and site. Other duties may require the post-holder to attend school events in the evening, as agreed.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a

comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

We particularly encourage applications from under-represented groups, as we seek to ensure our staff body reflects the diversity of our student population.