



## HIGHWORTH GRAMMAR SCHOOL

### JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Description:</b>	Careers Lead
<b>Grade:</b>	Kent Range 9
<b>Employed for:</b>	37 hours per week, 43 weeks per year (term time plus an additional 4 weeks non-term time) plus staff development days
<b>Hours of Work:</b>	8.15am - 4.15pm Monday – Thursday, 8.15am – 3.45pm Friday (including an unpaid lunch break of half an hour)
<b>Responsible To:</b>	Head of Sixth Form
<b>Purpose:</b>	To take lead responsibility and accountability for the delivery of the school's programme of careers advice and guidance (SIRIUS). The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reforms to ensure that the school meets the Gatsby Benchmarks, CDI Framework and secures the Quality in Careers Standard.

#### **Key Duties and Responsibilities:**

##### **The strategic development and compliance of the SIRIUS programme**

- Ensure Highworth's REACH ethos is reflected in the SIRIUS programme
- Advise SLT and Governors on policy, strategy and resources for careers guidance, ensuring these meet statutory requirements and legal compliance.
- Report to SLT and Governors regarding fulfilment of statutory duties, compliance with Gatsby Benchmarks and CDI Framework and produce reports on the SIRIUS programme as necessary.
- To lead the development (including marketing), implementation, review and adjustment of the SIRIUS Programme within the Schools Development Plan
- To lead on the development, review and adjustment of administrative processes to support the SIRIUS programme
- Understand and react to the implications of a changing education landscape for careers guidance, e.g. technical education reform
- Develop effective relationships with Heads of Departments/Careers Champions in order to develop Careers education and generally to raise awareness of the careers support available.
- Review and evaluate careers guidance and SIRIUS Programme and provide information for the school development plan, Ofsted and for any other purpose required by senior leadership
- Review and manage the school's external careers guidance provider contract, including the organisation and management of personnel visiting the school to deliver careers guidance.
- Continually research local, regional and national initiatives and ensure that, where appropriate, these are implemented within the school's careers guidance.
- Evaluate the work of the careers department, using evaluation to initiate change and manage improvements, including staff, parent and student voice.
- Compile a compliance folder that evidences statutory and framework fulfilment.
- Liaise with the link SLT member to work towards, evidence and continually reflect and revise the Careers Strategic Plan.
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools
- Ensure that details of the school's careers programme and the provider access policy statement are published on the school's website.

- Use termly questionnaires to review the impact of the careers programme and respond to this data to enhance delivery.
- Plan for the integration of Careers in Line Management Meeting and Performance Development.

### **Careers Education, Information and Guidance**

- Plan and implement the programme of activity for careers guidance across years 7-13 and assess the impact on pupils, ensuring work related learning is an integral part of the schools' careers programme and curriculum.
- Advise and support teaching staff, including Heads of Departments, with the preparation of materials and resources to ensure we are compliant with Gatsby, linking curriculum learning to careers.
- Deliver skills-based learning activities to individuals or groups of students within the school, for example during Focus Days or Assemblies.
- Liaise with Pastoral Leads and relevant Head of Key Stages (CMC, JMR, DHO) on how best to embed careers guidance in the pastoral curriculum and Mentor Time.
- Plan and organise careers related Focus Days, including the booking of external providers. Liaise with the Higher Education Coordinator in the booking of HE external providers.
- Liaise with the Senior Teachers responsible for Focus Days and Tutor time, to plan Careers Education/The Annual SIRIUS Programme.
- Develop access to and instruction in employability skills.
- Attend key events, such as Open Evenings, Higher Education Evenings and GCSE/ A Level Results Days in August.
- Aid the Head of Sixth Form and Sixth Form Manager in tracking student destinations and publishing details.
- Carry out all administrative tasks related to the delivery of the careers programme.
- Review and manage resources within the Careers Library.
- Liaise with AEN/SENCO on curriculum/classroom issues to identify students needing guidance and source relevant support.
- Identify and prioritise students for 1-to-1 guidance, based on vulnerable groups. Devise tailored packages of support for those most in need.
- Promote equality, diversity and inclusion and to challenge stereotypical views of career and course options through curriculum year-group learning objectives.
- Keep up to date with the employment market and with the requirements of employers, including visiting employers (when possible) and hosting visiting employers.
- Plan, organise, manage and review the impact of the bi-annual Careers Fair, working with EBP to deliver.
- Work with Assistant Head (Pastoral) for the programme of delivery prior to the Careers Fair.
- To maintain and build upon the schools' links Technical Colleges, FE colleges, Apprenticeship Providers.
- To calendar and run weekly and annual careers events as planned in the SIRIUS programme.
- Manage drop in service for students in relation to CEIAG
- To counsel students individually about their Career choices.
- Organise Careers related trips and events from Years 7-13, including liaising with the Higher Education Coordinator for university trips.
- Identify and invite speakers from industry/colleges to deliver careers (SIRIUS) talks and monitor attendance to these.
- Manage the provision and utilisation of up-to-date LMI.
- Ensure all students in Years 7-13 have at least two meaningful encounters with employers per annum.
- Encourage and advise departments to adopt Careers Champions and Careers Prefects to raise the profile of Careers in the Curriculum.
- Liaise with EBP in the delivery of their 'Make it Work' programme.

### **Networking and Communications**

- Prepare and publish details of the school's careers programme and arrangements for providers of technical education or apprenticeships to talk to pupils.
- Design, implement and monitor the careers section of the school website, assessing its use and impact with students, parents and stakeholders. Ensure that details of the school's careers programme and the provider access policy statement are published on the school's website.

- Establish and develop links with local schools, FE colleges, apprenticeship providers and vocational training providers to assist in providing guidance to pupil's transitioning from school.
- Liaise with the Higher Education Coordinator to develop links with Higher Education institutes.
- Establish and develop partnerships with businesses and the local community to allow students to access an effective and compliant work experience placement scheme.
- Liaise with the Sixth Form Manager in their oversight of the school Alumni, ensuring this resource is effectively utilised in the school's careers provision.
- Represent the school in local CEIAG groups and Hubs.
- Liaise with the SLT, Heads of Department, relevant Associate Staff, Parents and Outside agencies as required.
- Maintain existing relationships and build new links with local and national businesses, organisations, FE colleges and universities to help provide opportunities for departments and students to have worthwhile interactions with employers
- Commission external Careers Guidance contract.
- Together with the Sixth Form Manager, build the network of Alumni who can help with the Careers Guidance Programme.
- Build relationships with Local Enterprise Coordinator and Enterprise Adviser.
- Communicate with staff, governors, students, parents and external agencies and stakeholders as required.
- Secure funding for careers related projects
- Create, edit and publish a bi-annual careers newsletter.

### **Work Experience**

- To create, develop and foster relationships with partner agencies regarding work placement opportunities.
- To match students to available placements taking account of student preference and suitability of available options.
- To assist students in preparation for placements through activities such as workplace visits and interview techniques.
- To be the first point of contact for students on work placements, and the employers.
- To support teaching staff working with students in their preparation for, and during, placements.
- To prepare all relevant supporting paperwork and documentation in relation to the work placement process.
- To ensure that placements have been checked and approved by Health & Safety; ensuring all health and safety assessments have been completed.
- To provide administrative support as appropriate, including keeping web-based placement information up to date.
- Co-ordinate work experience placements for Year 11 and Year 12 students.

### **Unifrog**

- Embed the use of Unifrog as a tool to map individual student's careers journey and Gatsby benchmarking.
- Support departments in utilising Unifrog to aid Careers in the Curriculum and the logging of Careers interactions.
- Manage our Unifrog membership, ensuring all students and staff have access and are confident and competent in navigating.

### **Budget**

- Effectively manage an allocated budget, ensuring resources are ordered and allocated as appropriate.

### **CPD**

- Keep abreast of developments and best practice in careers through research, attendance at training events and establishing relationships with peers from other institutions.
- Organise and deliver training and support for internal and external stakeholders in the careers programme.
- Managing own CPD and research and make suggestions for ongoing staff CPD related to careers.

### **First Aid**

- To maintain/obtain qualified First Aider training and be part of a team providing 'on-call' first aid support throughout the school.

**Performance Development:**

- All Associate staff must complete a satisfactory Performance Review in accordance with the Associate Staff Performance Review Policy to ensure pay progression

**Staff Development:**

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Headteacher.

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

<b>PERSON SPECIFICATION – Careers Lead</b>	
<b>Qualifications</b>	<b>Essential or Desirable</b>
A professional qualification in careers guidance (L6 minimum) PgDipCG, QCG, QCGD	E
A Levels	E
Degree	D
First Aid (or be willing to train)	E
<b>Experience/Knowledge</b>	
Experience of delivering CEIAG in schools/colleges	D
Experience working in an education setting	D
Experience in designing schemes or work or project management	D
Successful leadership and management experience in a school or other relevant organisation	D
Experience of managing networks of employers/external organisations and of engaging with a wide range of community partners / businesses	D
Understand the implications of a changing education landscape for careers guidance, e.g. technical education reform	E
Experience of mentoring and training people	D
Experience of presenting to different audiences, including in formal meetings and to external agencies	D
Expert knowledge of legislation and guidance on careers, including the Gatsby Benchmarks and CDI Framework; knowledge of career pathways and services	E
Awareness of local and national organisations that can provide support with delivering a careers programme	D
<b>Skills</b>	
Ability to provide high quality, impartial information advice and guidance to students	E
Ability to communicate effectively and listen empathetically	E
Ability to communicate a vision and inspire others	E
Confidence to lead colleagues and stakeholders, building positive relationships	E
Ability to work without immediate supervision within the boundaries of the role	E
Exceptional communication skills	E
Exceptional organisation skills	E
Excellent IT skills	E
<b>Personal Qualities</b>	
Commitment to professional standards and work related training	E
A commitment to getting the best outcomes for all pupils	E
Ability to work under pressure and to time constraints and deadlines	E
Accuracy and attention to detail	E
Confidentiality	E
Team orientated	E
Adept project management	E
Flexibility and commitment	E
Ability to empathise and respond to specific student needs	E
A commitment to equality and safeguarding	E