



The King's School Job Description

Careers Lead

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| Purpose: | To lead and manage the school's careers education, information, advice, and guidance (CEIAG) programme, ensuring it meets statutory requirements and provides outstanding support to students aged 11-19. The Careers Lead will work collaboratively with staff, students, parents, and external partners to ensure all students make informed decisions about their futures and are well-prepared for further and higher education, training, or employment. |
| Reporting to: | Senior Leadership Team (SLT) |
| Liaising with: | Head of PSHE |
| Working time: | 30 hours per week, 39 weeks per year term time only (to include 5 INSET/training days). Working pattern to be agreed. |
| Salary/grade: | Support Staff Grade D7-11 |
| Disclosure level: | Enhanced |
| Leadership of Careers: | <ul style="list-style-type: none"> Develop, implement, and review the school's careers strategy and policy in line with the Gatsby Benchmarks and statutory guidance. Work with the SLT to ensure careers education is embedded within the school curriculum, whole staff training, and pastoral programmes. Monitor and evaluate the impact of the careers programme and provide regular updates to the SLT and trustees. |
| Careers Programme Delivery: | <ul style="list-style-type: none"> Work alongside the Head of PSHE to plan and deliver a comprehensive and engaging careers education programme, to include workshops, Year 11 Mock Interviews, assemblies, and work-related activities for Years 7-13. Organise and oversee meaningful encounters with employers, higher education providers, and apprenticeship organisations, ensuring all students have access to experiences in the workplace. Liaise with Pastoral, SEND and 6th Form Teams to prioritise students for support and target interventions as required. |
| Individual Advice and Guidance: | <ul style="list-style-type: none"> Ensure every student has access to high-quality, impartial careers advice, either directly or through external careers advisers. Maintain accurate records of careers guidance activities and support provided to students, ensuring compliance with data protection regulations. |
| Collaboration and Partnerships: | <ul style="list-style-type: none"> Build and maintain strong relationships with employers, universities, colleges, and apprenticeship providers to enhance opportunities for students. Develop connections with Alumni, including building on Alumni Stories and the LinkedIn Alumni Database. Work closely with Form Tutors, Heads of House, Heads of Department and Subject Teachers to ensure careers education aligns with students' academic and personal development. Support parents and carers by providing information and advice about career pathways and opportunities. |



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| Work Experience Coordination: | <ul style="list-style-type: none"> • Plan and co-ordinate Year 10, Year 12, and ad hoc extended work experience placements for students, ensuring safeguarding and risk assessment requirements are met. • Provide pre- and post- placement guidance to students to help them reflect on and benefit from their experiences. • Provide support for Form Tutors, parents and carers, SEND Keyworkers and Pupil Premium Learning Coaches, to enable them to support their students. |
| Data and Destinations: | <ul style="list-style-type: none"> • Undertake destination tracking in line with school and external requirements. • In addition to the school's internal process, respond to data queries from DCC for Intended Destinations, September Guarantees, Activity Survey and the Census. |
| Administration and Compliance: | <ul style="list-style-type: none"> • Maintain the Staff and Student Careers SharePoint sites, and the Careers sections of the school website ("Beyond Kings"). • Ensure the school meets its statutory obligations under the Gatsby Benchmarks and Provider Access Legislation. • Manage the school's careers budget effectively and explore additional funding opportunities. |
| Other specific duties: | <ul style="list-style-type: none"> • Playing a full part in the life of the school community, to support its distinctive purpose, vision, and values and to encourage staff and students to follow this example. • Providing a level of sustained and substantial contribution to all aspects of the school commensurate with experience and pay grade. • Actively promoting the school's corporate policies. • Continuing personal development as agreed. • Complying with the school's Health and Safety policy. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> |
| <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> | |
| <p>This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title. When applying for the role, it is important that you refer to the school's Safeguarding and Child Protection Policy and the DBS Disclosure Policy, which can be found on our website (About Us – Policy Documents). We are committed to safeguarding the welfare of students, so all staff are enhanced DBS checked.</p> | |