**Job Description**

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

# Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

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| Role Details |
| Job Title: | Careers Lead | JEID |  |
| Salary Grade: | J : SCP 20 – 23  |
| Organisation / School: | Exhall Grange Specialist School  |
| Primary Location: | Exhall Grange Specialist School  |
| Political Restriction: | This position is not politically restricted |
| Responsible to: | Assistant Headteacher  |
| Responsible for: | Work Experience and PFA Coordinator |

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| Role Purpose |
| The post holder will take responsibility for the delivery of our school’s programme of careers advice and guidance. The post holder will have the confidence and authority to lead, make decisions, and enact reforms to ensure that the school meets the Gatsby Benchmarks. The post holder will line manage the Work Experience and Preparing for Adulthood Coordinator (PFA). |
| Duties and Responsibilities |
| **Management** * Work alongside a team of teachers, administrators, external partners and others who deliver careers guidance
* Liaise with the senior leadership team on policy, strategy and resources for careers guidance and showing how they meet the Gatsby Benchmarks
* Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes
* Prepare and implement a careers guidance development plan
* Understand the implication of a changing education landscape for careers guidance, e.g. technical education reform
* 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.
* Plan the programme of activity in careers guidance
* Brief and support teachers involved in careers guidance
* Monitor delivery of careers guidance across the 8 Gatsby Benchmarks
* Support form tutors, providing initial information and advice
* Line manage the work experience coordinator
* Manage external careers advisor providing guidance to students at key points in their education, and as a minimum in Year 10 and 12. Communicate this guidance to students, parents/carers and form tutors. Contribute to Education, Health and Care Plan reviews.
* Oversee work experience, ensuring compliance with safeguarding and health and safety.
* Mange PFA curriculum input around skills for work

**Coordination*** Coordinate 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 the PSHE lead and other teachers to plan their contribution to careers guidance
* Coordinate and facilitate visits to colleges and places of work for work experience.

• Work with Post 16 students to find work experience placements and support them in placement as required.* Deliver and meet the 8 Gatsby Benchmarks
* Support students and parents/carers to complete college applications.
* Coordinate encounters with employers and work experience
* Communicate with students and their parents and local authorities at transition points.
* Liaise with key stage leads across the whole school to implement a careers programme.
* Coordinate information evenings/sessions for parents/carers
* Undertake lone working activities with students
* Coordinate volunteering opportunities within the curriculum offer.

**Networking*** Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
* Establish and develop links with employers
* Deliver face to face sessions with small groups of students as required.
* Manage links with external organisations
* Build a network of alumni who can help with the careers guidance programme
* Actively contribute and fulfil staff responsibilities to the school’s responsibility to safeguard and promote the welfare and safety of children and young people
* Work with all members of the school community to promote school ethos, mission and values.
* Uphold the school’s policies, procedures and practices, be aware of and comply with policies and procedures relating to child protection, reporting all concerns to an appropriate person.
* Perform any other tasks within the range of the salary grade and the role.
* Undertake training relevant to the role.
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# Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), exercise (E), an interview (I), or documentation (D).

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| Essential Criteria | Assessed By: |
| GCSE (or equivalent) in English and maths | A |
| Level 6 Diploma (or equivalent) in Careers Leadership, Careers Guidance and Development, or willing to undertake a level 6 qualification | A |
| Successful management, coordination experience in a school or other relevant organisation | A |
| Experience of managing staff | A,I |
| Experience working with young people | A,I |
| Experience of coordinating successful programmes or events | A,I |
| Experience of managing networks of employers/external organisations | A,I |
| Good knowledge of legislation and guidance on careers, including the Gatsby Benchmarks | I |
| Awareness of local and national organisations that can provide support with delivering a careers programme | I |
| Good IT skills | A |
| Effective communication and interpersonal skills | I |
| Ability to communicate a vision and inspire others | I |
| Ability to build effective working relationships with staff and other stakeholders | A,I |
| A commitment to getting the best outcomes for all young people and promoting the ethos and values of the school | I |
| Uphold and promote the ethos and values of the school | I |
| Ability to work under pressure and prioritise effectively | A,I |
| Maintain confidentiality at all times | I |
| Commitment to safeguarding and equality | I |
| Confidence to take responsibility for a learner outside of a learning environment.  | I |
| An ability to travel effectively across the whole county in line with service policy and practice. Having access to a motor vehicle with business insurance cover. Able to undertake lone working with students. | A,I |
| Desirable Criteria | Assessed By: |
| Have experience or an awareness of young people with additional needs | A,I |

We are committed to Safeguarding and promoting the welfare of all those we serve, as well as complying with best practice in the application of safeguarding. Therefore, as this role requires working with Children or Vulnerable Adults a DBS Disclosure will be required as part of the pre-employment checking process, and rechecking will be required as and when determined by the relevant policy.

# Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

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| Health & Safety at Work |
| To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role. |

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| Potential Hazards & Risks |
| The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the ‘other’ section. |
| [x]  Lone working on a regular basis | [x]  Work with vulnerable children or vulnerable adults |
| [x]  Face-to-face contact with members of the public |  |
| [ ]  Other (please specify): |       |