JOB DESCRIPTION FOR CAREERS LEAD

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| **Job title:** | Careers Lead |
| **Pay Scale:** | H7 (£29,777 - £32,076) FTE – Pro Rata (£16,150 - £18,097) |
| **Hours:** | 24 Hours Per Week – Term Time Plus 1 INSET |
| **Start Date:** | September 2025 |
| **Reports to:** | Deputy Head, Mrs Howard |
| *This job description is not necessarily a comprehensive definition of the post. The duties and responsibilities listed below describe the post as it is at present, the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*  *The job description will be updated regularly in line with school’s development plan.* | |

1. INTRODUCTION
   1. You are accountable to the Governing Body through the line management structure shown in the Staff Handbook.
   2. You are required to maintain and develop the Catholic character of the School in accordance with the direction given by the Governors and expressed in the Mission Statement. You are required to support the Headteacher in implementing the Mission Statement and in maintaining the distinctive Catholic nature of the School.
2. The role of An CAREERS LEAD at the saint John Henry Newman School

2.1 Under the direction of the Deputy Headteacher (Pastoral & Life Skills), the Careers Lead is responsible for the planning, delivery, and evaluation of a high-quality, impartial careers education, information, advice and guidance (CEIAG) programme across the school.

The postholder will play a central role in:

* Designing and maintaining an outstanding careers provision that reflects both local and national priorities.
* Raising aspirations and ambition among all pupils and students.
* Embedding employability and career readiness across the curriculum and wider school culture.
* Ensuring clear and effective communication with students, parents, staff, and governors.
* Guaranteeing that every pupil and student benefits from a careers programme that prepares them for life beyond school.

The Careers Lead will ensure the school’s careers strategy is inclusive, forward-looking, and

impactful for all learners at every stage of their educational journey.

Key Areas of Responsibility:

#### A Stable Careers Programme

* Work collaboratively with senior leaders to plan, implement, and evaluate a structured and progressive whole-school careers programme.
* Coordinate with subject leaders, PSHCE coordinator, and the Deputy Director of Sixth Form to embed CEIAG across Years 7–13.
* Use Unifrog as the primary platform to map, deliver, and track careers education, ensuring all students have meaningful access and engagement.
* Ensure that the school’s careers programme and policy are published on the school website and reviewed on a half-termly basis.

#### Learning from Career and Labour Market Information

* Research and disseminate accurate and up-to-date labour market information (LMI) to inform student choices.
* Promote the use of the Unifrog Careers Library to help pupils explore a wide range of career pathways.
* Plan and deliver a Year 10 mock interview programme involving external partners and employers.

#### Addressing the Needs of Each Pupil

* Provide impartial 1:1 and group careers guidance tailored to individual student needs and aspirations.
* Prioritise support for students with additional needs, including those who are disadvantaged (PP), have SEND, or are Looked After (LAC).
* Support students in creating action plans and tracking progress toward career goals.
* Monitor and contribute to the analysis of student destination data to improve outcomes and inform programme development.
* Support students and tutors in logging career activities and building competencies on Unifrog.

#### Linking Curriculum Learning to Careers

* Collaborate with curriculum leaders to ensure subject-specific career links are clearly communicated to pupils.
* Support staff in identifying opportunities to embed career learning into schemes of work and classroom delivery.

#### Encounters with Employers and Employees

* Organise and lead a diverse programme of employer engagement activities, including alumni events, careers fairs, and guest speaker visits.
* Provide structured support for Years 10–13 students to develop CVs, personal statements, and applications using Unifrog.

#### Experiences of Workplaces

* Coordinate and track meaningful work-related experiences, including Year 10 work experience placements and workplace visits across key stages.

#### Encounters with Further and Higher Education

* Plan and lead visits to universities, colleges, and training providers to promote a wide range of post-16 and post-18 options.
* Work with key staff to support students applying to competitive university courses and high-level apprenticeships.
* Promote and facilitate access to post-16 and post-18 pathway tools within Unifrog.

#### Personal Guidance

* Deliver high-quality careers guidance to individuals and groups, prioritising students at risk of becoming NEET.
* Maintain accurate records of guidance sessions and follow-up support.
* Ensure that students receive appropriate support at key transition points (KS3 options, post-16, post-18).

1. AccountabilITIES

3.1 You are required to:

* Undertake all reasonable precautions to safeguard the health and safety of students and staff at all times.
* Ensure that all students are treated fairly, consistently and with respect, that opportunities for reinforcing positive self-images are sought, that gender and race discrimination are actively discouraged.
* Encourage an environment and ethos which underpins and enhances students; learning and rewards students; achievements.
* Take active responsibility for formulating fair and consistent standards of discipline and follow up concerns according to the school’s procedures

1. EQUALITIES
   1. Be aware of and support school policies that promote equality within and beyond the school community.
2. HEALTH AND SAFETY
   1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
3. DISCLOSURE & BARRING SERVICE
   1. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the pre-employment checks.
4. safeguarding Children and Safer Recruitment

7.1You will ensure that child protection and the safeguarding of students are given the highest

priority at all times.

7.2 The Saint John Henry Newman School is committed to safeguarding and promoting the welfare of

children and young people as required under the Education Act 2002 and expects all staff and

volunteers to share this commitment.

**Person Specification**

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| **Essential** | **Desirable** |
| **Qualifications & Skills** | |
| * Level 6 Diploma in Career Guidance and Development (QCF) **or** Level 7 Qualification in Career Development (QCD). * Strong knowledge of the Gatsby Benchmarks and their implementation in schools. * GCSEs English and Maths Grade C/Grade 5 and above * High standard of written and oral communication * Proficiency in Microsoft Word & Excel * A strong commitment to equality, inclusion, and supporting all students to reach their potential. | * Experience of working in an educational environment * Strong numeracy skills * Holds a first aid qualification |
| **Personal** | |
| |  | | --- | | * Genuine passion and a belief in the potential of every pupil * Self-motivated * Attention to detail * Ability to adapt to changing priorities * Ability to communicate effectively and relate well to others * Good collaborator who can contribute positively to teams * Effective time management and organisational skills * Commitment to inclusion, equity and the safeguarding and welfare of all pupils * Demonstrate excellent attendance, punctuality and professional appearance | |  |