



Job Description Careers Leader

Primary Purpose:

The role of the career's leader is to plan and implement a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

Responsible to:

The careers leader is accountable to the Deputy Headteacher (Teaching and Learning) who has overall responsibility for careers education, information, advice and guidance (CEIAG).

Responsibilities:

Leadership

- Advising senior leadership on policy, strategy and resources for CEIAG
- Reporting on CEIAG to senior leaders and governors
- Reviewing and evaluating CEIAG
- Preparing and implementing a CEIAG development plan
- Identifying sources of funding for CEIAG and writing bids.

Management

- Planning schemes of work for careers education
- Briefing and supporting teachers when delivering careers education
- Supporting Heads of Year, Ace Mentors and tutors providing initial information and advice
- Managing, in partnership where appropriate, independent careers advice
- Monitoring access to, and take up of, careers guidance

Coordination

- Managing the provision of careers information including post 16 education
- Liaising with the RSHE leader, and other subject leaders, to plan careers education
- Liaising with HoY, tutors, ACE mentors and SENCO to identify students needing guidance
- Referring students to careers advisers.

Networking

- Establishing and developing links with employers
- Establishing and developing links with FE colleges, apprenticeship providers and universities
- Negotiating a service level agreement with the local authority for support for vulnerable young people
- Commissioning careers guidance services
- Managing links with the LEP, SUN and other external organisations.



General:

- to be in school on the GCSE Results day in order to provide any post 16 support at the point of need.
- To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above.
- To participate in Employee Development schemes and Performance Management and contribute to the identification of own development needs.