



WILLIAM FARR
C of E Comprehensive School

JOB DESCRIPTION & PERSON SPECIFICATION

JOB ROLE: Careers Leader

Reports to: Assistant Headteacher

Grade: 6

JOB DESCRIPTION

Overall Responsibilities:

To ensure that all students receive an exceptional Careers curriculum offer, including good quality Work Experience and impartial Careers Education, Advice and Guidance, which enables them to make informed choices about Post 16 and Post 18 destinations, and go on to lead successful and fulfilling lives.

This position is central to the school's commitment to nurturing well-rounded, confident young people who are equipped to thrive in a rapidly changing world.

The Careers Leader will work closely with students, parents, teaching staff, and external partners to provide impartial, high-quality, careers education, information, advice and guidance (CEIAG) that aligns with the school's ethos and values of respect, responsibility and aspiration, and its mission to foster lifelong learning and personal development.

Key Responsibilities and Duties

- To be responsible for the delivery of work-related learning and work experience programmes.
- To oversee the delivery of an impartial Careers Advice and Guidance service.
- To ensure the school is adhering to statutory guidance for CEIAG and Provider Access Legislation.
- To support the Senior Leadership Team to ensure the school is working towards best practice guidance and frameworks, including the Gatsby Benchmarks and Career Development Institute framework.
- To support the coordination of CEIAG across the school including the mapping and sequencing of Careers assemblies, events, 'Living in the Wider World' PSHE lessons and career related learning in subject lessons.
- To ensure that the Careers strategy and programme are inclusive and consider the needs of all students.
- To raise aspirations and support students at risk of becoming NEET at Post 16.
- To liaise with the Careers Advisor to ensure that intended destinations are recorded for all leavers, to promote an approach of tailored support and ensure that accurate statistical returns can be made to the Local Authority.

- To create and maintain the termly Careers KPI document for Leaders and Governors.

Work Experience

- To develop and organise a programme of work-related learning activities for years 7-9, in accordance with latest DfE guidance.
- To organise and manage work experience placements for years 10-11, in accordance with latest DfE guidance.
- To organise and manage hybrid programme of work experience for year 12-13, in accordance with latest DfE guidance.
- To develop and maintain efficient systems for the above and ensure that necessary health and safety checks are in place.
- To liaise with students, parents and staff regarding placement details, giving advice and support regarding the finding and securing of appropriate placements.
- Where necessary, to negotiate placements for students
- To make appropriate, aspirational, arrangements for any students unable to take up placements.
- To make use of appropriate software (e.g., Unifrog) to facilitate and track placements
- With support of SLT, to write a work experience policy.

Standards and Expectations:

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the school.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across school events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan and establish professional networks that will support and enhance the work of the school.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally and pursue continuous professional development.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of school life as well as specific areas of individual responsibility.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To keep abreast of statutory and regulatory guidelines within area of responsibility and ensure Leaders are kept up to date so that systems and processes secure compliance.
- To contribute to policy formulation and strategic direction of service area/area of responsibility.
- To promote and safeguard the welfare of students by adhering to all statutory and associated workplace policies.
- To ensure compliance through highly effective quality assurance and forensic evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Engagement with Stakeholders

- To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
- To lead and contribute to the development and delivery of staff and leader training and support across the school.
- To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
- To provide reports and updates to Leaders and Governors in relation to area of responsibility.
- To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
- To work collaboratively with others to deliver added value to the school.
- To understand the changing community and ensure stakeholder satisfaction.

Other Considerations Relevant to the Role:

- To work with flexibility, travelling to and from other locations while undertaking work duties.
- To work outside contract hours to meet the needs of the role.

General

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

PERSON SPECIFICATION

Qualifications, Knowledge and Experience			
	Essential	Desirable	Assessment
GCSE English and Maths A* - C or equivalent	✓		Application
To hold or be willing to undertake recognised and relevant Level 4 Careers Leader qualification or equivalent.	✓		Application
Evidence of further study and CPD related to CEIAG and Work Experience.	✓		Application
Experience of leading projects/initiatives in an education setting	✓		Application / Interview
Successful experience of managing areas and projects.	✓		Application / Interview
Experience of working with children and young people.	✓		Application / Interview
Experience of planning and organising work experience in a college or school		✓	Application / Interview
Experience of using Careers platforms		✓	Application / Interview
Knowledge of the content, structure and processes of the role.	✓		Application / Interview
Able to represent the school on or off site and understand the importance of the school within the community	✓		Application / Interview
Able to provide a high level of customer service to pupils, staff and parents.	✓		Application / Interview
Communicate effectively with students, parents and other colleagues at all levels orally and in writing	✓		Application / Interview
Able to monitor and evaluate procedures effectively.	✓		Application / Interview
Knowledge of admissions systems, including Post 16 and Post 18 admissions.		✓	Application / Interview
A working understanding of the full range of Career opportunities for students.		✓	Application / Interview
Personal Qualities			
Use initiative and work independently	✓		Interview
Work to high levels of accuracy	✓		Interview
Ability to communicate effectively and concisely.	✓		Interview
Ability to build effective working relationships with students and colleagues	✓		Interview
Highly organised and ability to work under pressure	✓		Interview