



Wimbledon College

Careers Leader

Post: Careers Leader
Contract: Permanent
Salary: Scale 6
Hours: 40 weeks of the year for 21 hours per week.
Line Manager: Assistant Head (i/c Careers)
Location: Wimbledon College, Edge Hill, London SW19 4NS

Job Description

Main purpose of post

The role of the careers 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.

The role will include providing impartial careers information, advice, guidance and support to pupils, to assist them in exploring career ideas, reviewing options, establishing realistic career action plans, and helping them to develop their employability skills and progression routes.

Duties and responsibilities

1) Leadership and management

- a) Advise the senior and middle leadership teams on policy, strategy and resources for careers guidance and show how they meet the Gatsby Benchmarks, reporting as necessary.
- b) Prepare, implement and review annual CIAEG action plan.
- c) Plan the programme of activity in careers guidance.
- d) Monitor access to, and take up of, careers guidance. Keep the tracking of careers provision updated using Unifrog/Compass.
- e) Support tutors, providing initial information and advice.

- f) Ensure compliance with the legal requirements of the Baker Clause to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in school.
- g) Set up and monitor work experience placements. To support young people on placements. Provide administrative support as required.

2) Delivery

- a) To provide the service in a variety of ways, to include: drop-in sessions, year group presentations, small group workshops, intensive individual guidance and support.
- b) To deliver an in-house programme of presentations and workshops which raise students' awareness of the range of career opportunities available to them post 16 and post 18.
- c) To work with the 6th Form team, local colleges, apprenticeship providers and external agencies to organise and implement a programme of events and work-based learning opportunities which support the career development, successful progression and employability skills of students, particularly within years 9 – 13.
- d) To deliver tailored CIAEG programmes for students considering specific vocational pathways and STEM opportunities.
- e) To provide advice, guidance and support for students applying to join 6th Form, in order to ensure the most appropriate combination of course choices, to match ability, strengths and post 18 aspirations.
- f) Working with the 6th Form team, to develop an effective programme of information advice and guidance for students, relating to post 18 Higher Education and apprenticeship pathways.

3) Communication

- a) To produce a monthly bulletin updating boys and parents on achievement, opportunities, LMI and upcoming events relevant to CIAEG.
- b) To maintain an up to date knowledge of the different pathways available to boys at the College and share these with parents.
- c) To be attend Parents' Evenings to discuss future options
- d) To ensure CIAEG programme is prominently displayed across the College and on the website
- e) To get timely and effective feedback from all stakeholders to continuously review and improve the CIAEG provision.
- f) To communicate to boys, parents and employers their roles in creating work. experience opportunities and supporting those to find placements where identified.

4) Co-ordination

- a) Managing the provision of careers information and education guidance.
- b) To co-ordinate whole school career event days.
- c) To co-ordinate a whole school careers fair where boys have the opportunity to meet employers.
- d) Liaising with the PSHE lead, and other subject leaders, to plan careers education

- e) Liaising with HoL, PSAs, SENCO and Head of Sixth Form, to identify students needing additional guidance.

5) Networking

- a) Establishing and developing links with employers.
- b) Establishing and developing links with FE colleges, apprenticeship providers and universities.
- c) To work with the alumni to access support in delivering an inspiring careers provision.
- d) To be proactive in looking for new opportunities for boys to engage with.
- e) To use a variety of web-based technologies/platforms/social media effectively.

6) Accountability

- a) The careers leader is accountable to the senior leader with overall responsibility for CEIAG.

7) Supporting the School

- a) To participate in relevant in-service training and actively seek other learning activities
- b) To attend and participate in meetings as required.
- c) To participate in performance development/appraisal, contributing to the overall planning, development, ethos, work, aims and organisation of support service to the school.
- d) Recognise own strengths and areas of expertise and use these to advise and support others.
- e) To comply with school policies and procedures, including safeguarding, health, safety and data security and report any concerns to the appropriate person.
- f) To be aware of confidential issues linked to home/pupil/teacher/schoolwork and to keep confidences appropriately.
- g) To undertake other appropriate tasks as directed by line managers or the Head Master.

Standard hours are 3 days per week 8am to 4pm (with one hour for break/lunch) subject to variance to allow for busy periods. The post holder will be expected to work their hours flexibly to meet the needs of the post, to work 2 weeks outside pupil term time. This may include 3 or 4 INSET days, results/enrolment days in August and extended days in busy seasons. Attendance at evening meetings and events may be required.

Person Specification

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	Desirable	Essential
To hold a Level 6 Qualification in Career Development (QCD) or the Level 6 Diploma in Career Guidance and Professional Development or the Level 6 Higher Apprenticeship: Career Development Professional.		✓
Experience of working in a secondary school setting	✓	
Excellent communication, IT, organisational and management skills		✓
Ability to lead and work as team to deliver an outstanding CIAEG programme		✓
Ability to develop and maintain good relationships with staff, pupils, parents, governors, alumni and external agencies		✓
Possess excellent interpersonal skills		✓
Experience of using Compass+	✓	
A commitment to inclusion and diversity		✓
Support the Jesuit ethos of the school		✓
To have previously achieved the Quality in Careers Education Award	✓	

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholder may be required to do other duties appropriate to the level of the role.