

# Careers – Manager

<b>NJC Pay Range</b>	<b>Band G – Term time + 5 days</b>
<b>Responsible For:</b>	Careers Curriculum
<b>Responsible To:</b>	Associate Assistant Principal, with senior leadership responsibility for Careers

## Main Purpose of the Post

- To ensure that all students receive an exceptional Careers curriculum offer, including good quality Work Experience and impartial Careers 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.

## Key Areas of Responsibility

- To be responsible for the delivery of the Academy work experience programme and work related learning
- To be responsible for the delivery of the Academy's independent impartial Careers Advice and Guidance service
- To support the Senior Leader to ensure the Academy continues to meet the 8 Gatsby benchmarks
- To support the Senior Leader with the achievement of the National 'Quality in Careers' Award
- To support the coordination of CEIAG across the academy, including the mapping and sequencing of Careers assemblies, events and 'Living in the Wider World' PSHE lessons.
- To raise aspiration and support students as risk of becoming NEET at both Post 16 and Post 18
- To ensure the academy is adhering to the statutory guidance for careers guidance and access for education and training providers
- To create and maintain the termly Careers KPI document for Leaders and Governors, including Post 16 and Post 18 destination data.

## Other Considerations Relevant to the Role

- To work from an identified MLT Office location.
- To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.
- To work outside contract hours in order to meet the needs of the role.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility. This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

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**Band G**

## Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Be a highly visible, proactive and approachable presence to students, staff and other stakeholders across the Trust and at Academy/Trust events and activities while sustaining the specific demands of the role.
- Be proactive, strategically plan ahead and establish professional networks that will support and enhance the work of the Trust.
- Sustain wide, current knowledge and understanding of education and relevant business systems and processes locally and nationally, and pursue continuous professional development.
- Maintain and operate in the 'bigger picture' view of the Multi-Academy Trust securing the connectivity/implications of change and challenge across the spectrum of Academy operation.
- Celebrate success at every opportunity and implement ambitious strategies for continuous improvement while proactively challenging underperformance at all levels.
- Have high expectations against external benchmarks, engaging in systematic quality assurance, preparing for inspection, self-evaluation and improvement planning for all aspects of Academy 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.
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- 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 and other adults within the Learning Trust by adhering to all statutory and associated work place 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.

## Leading People and Managing Performance

- To lead and develop staff within the team to deliver high quality performance, ensuring that effective performance management arrangements are in place.

- To ensure that teams have a clear structure, roles and responsibilities and work in an integrated way.
- To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
- To lead, plan, co-ordinate and manage the work of the team, including the development of their skills/knowledge and maximising the potential of all staff through professional support and challenge.
- To provide effective leadership and operational management of the teams and functions, ensuring that staff adopt the values and expected behaviours of the Trust to deliver a high performance culture.
- To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.
- To actively manage own performance and that of others, participating in the Trust's appraisal process as Appraiser and Appraisee.

### 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 Academy/Trust.
- 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 Academy and Trust.
- To understand the changing community and ensure stakeholder satisfaction.

### Other Considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any other duties and reasonable requests that are in keeping with the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***