

## Job description

Frances Bardsley Academy for Girls are part of the LIFE Education Trust, a group of schools that work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join the Frances Bardsley Academy and LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Careers Manager
Grade	Scale 5.12 to 5.15
Contract	Permanent
Hours	Term Time, 36 hrs per week, 40 weeks per year
Reports to	Head of 6 <sup>th</sup> Form, Headteacher & Executive Headteacher
Job Purpose	To manage the provision of work related and careers education in line with the National Curriculum and Whole School policies.
Duties & Responsibilities	
	<p><b>WORK EXPERIENCE AND CAREERS</b></p> <ul style="list-style-type: none"> <li>• To ensure the academy remains well-informed by and compliant with statutory guidance and recommended best practise (including the Compass platform and compliance with the Gatsby Benchmarks) ensuring potential gaps in provisions are flagged for action planning</li> <li>• To provide independent careers advice and guidance to all students in the school from Year 7-13</li> <li>• To review, evaluate, and develop the curriculum each year to meet the Work Related and Careers objectives</li> <li>• To raise the status of Careers in the school.</li> <li>• To be responsible for Careers Education, in close co-operation with the relevant Pastoral Team.</li> <li>• To attend meetings where appropriate.</li> <li>• To support and co-ordinate extended work experience programmes in Key Stages 4 and 5.</li> <li>• To liaise with external agencies, as required</li> <li>• To support in preparing action review and evaluate the annual department Development Plan.</li> <li>• To provide additional information for references when required.</li> <li>• To complete references to post 16 providers for year 11 students</li> <li>• Be responsible for Year 11 an Year 13 destinations, collection and data</li> <li>• To support with exam results season (GCSE and A Level results) and provide support for students with next steps.</li> <li>• To lead on UCAS destinations and clearing procedures</li> <li>• To co-ordinate the programme of individual interviews</li> <li>• Work in partnership with Pastoral Teams to identify students at risk of becoming NEET and support them to their next education provider(s)</li> </ul>

- Provide information to SLT regarding NEET and post-16 and 18 destinations
- To arrange the programme of group talks
- To liaise with Progress Managers, Head of Years Tutors and Learning Support for background information.
- To inform teaching staff and ensure that they are updated on the latest careers information and website kept up to date.
- To communicate weekly with all stakeholders via the school bulletins
- To create and co-ordinate the termly / half termly carer newsletter
- To co-ordinate and carry out individual and impartial Careers Guidance interviews with students.
- To offer support to teachers on how to support students
- To lead Careers related CPD to staff
- Provide both advice and some support for the Year 9 Options process
- Ensure all students are fully aware of their options post 16 and post 18 and beyond and support them in making informed, appropriate choices and applications.
- Lead the Year 11 team to support students through the post 16 application process
- Contribute to assemblies and Form Time sessions programme

#### **ADMINISTRATION**

- To undertake general administration, as required.
- To update policies in related to Careers when required
- To update website regularly
- To create an annual careers report and share with SLT
- To create an annual reports to share wuth SLT including, but not limited to; work experience report, take your daughter to work day, and the careers report.
- Complete Compass termly
- Lead on the administration of Unifrog across the school with regards to work experience and all other careers related features.

#### **CAREERS RESOURCE CENTRE/ CAREERS DISPLAYS**

- To have overall responsibility for the general running of the Careers Resource Centre including 6<sup>th</sup> form and day to day administration and updating of resources for Careers.
- To have overall responsibility for updating material and keeping both staff, students and parents informed of developments.
- To organise the use of computer software and audio visual aids for students; identifying through forward planning the appropriate resource needs of the Careers Area and to maximise their effectiveness.
- To provide information concerning those resource needs to the appropriate Senior Staff and Governors Committees in the required format and at the appropriate times.
- To ensure the effective use of all resources in line with careers education objectives.

#### **ORGANISATION OF SPEAKERS. VISITS, COURSES, ETC.**

- To be responsible for organising careers related visits from FE Colleges for students.
- To be responsible for organising careers related visits to school by employers, etc.
- To be responsible for organising conferences and courses for students/staff as appropriate.
- To lead key events such as Careers Fair, 18+ week, Personal Development Days.

#### **ADDITIONAL DUTIES**

- To be responsible for making contact with local businesses with regard to:-
  - work experience.
  - work based training

	<ul style="list-style-type: none"> <li>– companies visiting the School</li> <li>– mentoring.</li> </ul> <ul style="list-style-type: none"> <li>• To organise Mock interviews with external and local businesses</li> <li>• To co-ordinate and support with the alumni programme</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> </ul> <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_(Careers Lead)    Date: \_\_\_\_\_