



Job Description

Location: Tupton Hall School, Station New Road, Old Tupton, Chesterfield S42 6LG

Salary: Redhill Academy Trust Pay Scale, Band 9, Scale Points 41 – 45

Hours of work: Up to 19.5 hours per week, 8.30 am – 3.30pm Days preferably Monday, Tuesday and/or Friday (with the ability to be flexible according to need), Term Time Only

Responsible to: Senior Leader with responsibility for Careers & Operations Manager

Post objective: The purpose of the Careers Officer is to provide impartial, up to date career information, advice and guidance for individual and groups of students; career options, education pathways and employment opportunities.

The role will involve providing career advice, developing and maintaining resources to ensure career information is accessible, accurate and inclusive, building relationships with schools, colleges, employers and local organisations to support career development initiatives, organising events such as visits, workshops and career fairs to expose individuals to different industries and roles and to support with career development by assisting young people in understanding industry requirements and supporting with planning their career progression.

Main Duties and Responsibilities:

- To provide impartial, up-to-date career information, advice and guidance for individuals and groups of students at Tupton Hall School
- To create action plans to support students following their career guidance sessions
- To support students with the completion of applications to Universities and Colleges Admissions Service (UCAS), apprenticeships and sixth forms / colleges
- To work with the Special Educational Needs Disabilities Co (SEND Co) and Head of House (HOH) to plan effective support for specific individuals as required
- To attend parental events as per the school calendar to offer impartial career information, support and guidance as required
- To keep comprehensive records and conduct ongoing evaluation of provision for review and development purposes
- Arranging and Co-ordinating visiting professions during National Careers week with the support of the Careers lead.

- Planning external university and careers events visits developing links with universities, including visits to establishments and hosting visitors.
- With support from the Trust careers lead, oversee the careers section of the school's website, ensuring information is accurate and up to date and to ensure the school has published on its website details of its careers programme.
- To be trained, or to be in the process of training, to be at least a Level 6 qualified careers advisor.
- To ensure the destinations of young people from the school are tracked and that this information is used to improve the effectiveness of the school's careers programme. To refer to The Risk of NEET Indicator (RONI) as a tool to identify young people in school who have risk factors for becoming NEET.
- To link curriculum to careers and brief and support teachers involved in career guidance.
- With the support of the career's leader, monitor the delivery of career guidance across the eight Gatsby Benchmarks.
- To ensure careers related noticeboards are up to date and accurate.
- Manage links with the LEP (local Enterprise Partnership) and other external organisations. With the support of the Careers Leader, arrange, plan, lead and complete all necessary procedures with regard to careers related trips.
- To comply with all school policies and procedures including those relating to safeguarding, child protection and IT security.

Administration Tasks:

- To arrange career interview schedules and communicate this with students to ensure that they attend
- To support to ensure accurate and up-to-date records of work experience placements secured / completed for students in Year 10 and 12 are available.
- Support with completion of administration tasks for Work Experience (WEX) placement via the unifrog placement tool by checking employer information, insurance documents, risk assessments, parental consent, and feedback submissions, responding to questions, offering support on how to complete documents and following up on any missing information
- Actively and regularly disseminate careers, progression and opportunities to students, parents' teachers and providers via TEAMS, website, letters, emails and phone calls
- To upload and download information from careers platforms as required
- To collate and report on intended and final destination data as requested

General

- Play a full part in the life of the school community, supporting the aims and ethos of Tupton Hall School and encourage all staff and students to follow this example.
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Appreciating and supporting the role of other professionals
- Participating in training and performance development.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



Tupton Hall School

REDHILL ACADEMY TRUST

Careers Officer

Person Specification

Details		
Qualifications / Knowledge / Experience	ESSENTIAL	DESIRABLE
• Level 6 qualified Careers Advisor (or working towards) or a minimum of 3 years' experience • 5 GCSE's (Equiv. A* - C) including English and Maths • Experience of working with secondary school aged students in a learning centred setting • A passion for helping young people to reach the destination of their choice • Understanding of relevant policies/code of proactive and awareness of relevant legislation • Understanding of legislation in respect to safeguarding issues e.g., Prevent, ACE's, mental health of young people. • Working Knowledge of Arbor and/or Class Charts Application • Competent in the use of Microsoft Office applications	A A A, I A, I, T	 A A,I,T A,I,T A,I,T

Skills / Abilities	ESSENTIAL	DESIRABLE
- Ability to prioritise tasks, manage time effectively and meet deadlines - Ability to cope effectively in a busy, demanding role - Proven ability to maintain confidentiality in all aspects of work - Ability to manage stakeholders and third-party service providers - Competent in the use of ICT including setting up and management of on-line documents and spreadsheets	A,I,T A,I A,I, A,I A,I,T	
Personal Qualities - Excellent communication skills both oral and written to be able to communicate with stakeholders at all levels - Able to provide a high level of customer service to stakeholders - Able to adapt to work alone, using own initiative and within a busy diverse team - Flexible approach to working hours and positive attitude to work	A,I,T A,I A,I A,I	
Specific Requirements - Confidentiality and an awareness of data protection legislation in schools - Awareness of safeguarding procedures in schools	A,I,T	A,I
Suitability to work with children		

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| <ul style="list-style-type: none">Enhanced DBS clearance will be required for this position | | |
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A – Application

I – Interview

T - Task