St Edmund's Catholic School

JOB TITLE: **Careers, Pastoral and Academic Support**

REPORTS TO: Careers Advisor/Headteacher

GRADE: Pay Band 4

SUPERVISES: Not Applicable

Job Purpose

We are seeking an enthusiastic, organised and proactive intern to join our school and support the continued development of our Careers, Pastoral and Academic Support provision.

This is an exciting opportunity for someone who is passionate about education, careers and supporting young people. The successful candidate will work closely with colleagues across the school to help provide students with meaningful opportunities to explore their future pathways, develop their aspirations and understand the relevance of their learning beyond the classroom.

Key Accountabilities

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

At the discretion of the Headteacher, such other activities as may from time to time be agreed consistent of the job described above.

To work with colleagues to achieve service plan objectives and targets.

To participate in Employee Development Services and Performance Management and contribution to the identification of own team development needs.

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

Key Responsibilities

Careers Support

- Support the school's Careers provision and contribute to the planning and delivery of careers-related activities and opportunities.
- Help organise and support educational trips, workplace visits, careers fairs and other enrichment activities.

- Assist with the organisation and delivery of guest speaker events, careers assemblies, workshops and employer engagement activities.
- Liaise with external organisations, employers, colleges, universities and other partners where appropriate.
- Help ensure that students are exposed to a broad range of careers, pathways and future opportunities.
- Support the development of resources and activities that encourage students to think about their skills, interests, aspirations and future destinations.

Careers Across the Curriculum

- Work with cross-curricular departments to help embed careers and employability within subject teaching.
- Support departments in identifying meaningful links between curriculum content, careers and future pathways.
- Contribute to the development of careers-related resources and activities for use within lessons.
- Help promote the importance of transferable skills such as communication, teamwork, problem-solving and resilience.

LLRC and High Flyers Programme

- Support the use of the LLRC as a space for careers exploration, research and independent learning.
- Assist with the development and promotion of careers resources and opportunities available to students.
- Support the High Flyers programme, helping students to broaden their horizons, raise aspirations and explore ambitious future pathways.
- Assist with enrichment activities and opportunities designed to challenge and inspire students.

Pastoral and Academic Support

- Work closely with pastoral teams and other support departments to help students engage positively with school and their future aspirations.
- Support colleagues within SEND and Trinity to provide appropriate encouragement and opportunities for students.
- Build positive and professional relationships with students, acting as a supportive and encouraging adult role model.
- Where appropriate, provide practical support to students with organisation, study skills, confidence and engagement.
- Contribute to activities that promote student wellbeing, independence, resilience and positive attitudes towards learning.

Alumni Programme

- Work closely with colleagues to help maintain, develop and grow the school's already successful Alumni programme.
- Support communication and engagement with former students.
- Help identify opportunities for alumni to contribute to careers events, assemblies, mentoring, talks and other enrichment activities.
- Assist in developing an active network of alumni who can inspire and support current students.

- Help capture and share alumni destinations and success stories to raise aspirations across the school.

Other

- Be involved in extra-curricular activities (e.g. clubs/activities/trips, open days, presentation evenings, parents' evenings and tutor evenings as directed).
- Attend meetings and training sessions as required.
- To attend Open Mornings which are usually held on a Saturday morning at the end of September/early October.

We are looking for someone who is:

- Enthusiastic about working with young people and supporting their development.
- Passionate about education, careers and raising student aspirations.
- Highly organised, reliable and able to manage a range of tasks.
- A confident communicator who can build positive relationships with students, staff and external partners.
- Proactive, approachable and willing to take initiative.
- Able to work effectively as part of a team while also working independently.
- Committed to safeguarding, inclusion and providing opportunities for all students to succeed.
- Interested in gaining practical experience of working within a secondary school environment.

Addendum:

This job description is not necessarily a comprehensive definition of the post. It will be reviewed once every year and it may be subject to modification at any time after consultation with the postholder. This will be kept under review.