|  |  |
| --- | --- |
| **Job Description** | |
| **Role** | **Careers & UCL Links Officer** |
| **Reporting to** | **Assistant Principal** |
| **Contract** | **Permanent, full-time, term time only** |
| **Pay scale** | **Support Staff Payscale PO1 Spine Point £41,964**  **Actual salary £36,456.84 term time only** |

**Purpose of the Post**

* To support young people’s career learning, planning and development by leading on the development of careers education and guidance (CEG) and Work Related Learning (WRL) at the UCL Academy;
* To advise the senior leadership team and Governors, facilitate the contribution of colleagues and partners, develop the Work Related Learning Programme, and organise resources to secure high standards of teaching and learning;
* To work with external parties to organise and coordinate careers events, such as practice interviews and careers fairs;
* Co-ordinate the networking and administration links with UCL including partnerships, visits, activities, etc.

**Main duties and responsibilities**

**Careers:**

* Establish high levels of careers, information, advice and guidance literacy on Careers across the Academy;
* Ensure compliance with the school’s legal requirements to provide independent careers advice;
* Ensure that careers provision continues to meet the eight Gatsby Benchmarks;
* Manage the careers section of the school website, ensuring that information is accurate and up to date;
* Prepare and implement a CEIAG development plan and review each year, ensuring all relevant policies are up to date;
* Providing students with opportunities to have encounters with excellence and benefit from this. This includes running careers fairs, trips and events;
* Ensure that every student achieves their full potential and chooses the correct path for them, largely though University entry by maintaining a system of tracking and monitoring throughout their time at the academy;
* Draw together and monitor careers education delivery from different faculties;
* To be present at GCSE and A level results days and assist students in securing their next steps in education, apprenticeships or preparing for employment;
* Develop staff member’s ability to interview students and provide high quality CEIAG by leading CPD sessions on careers education and guidance;
* Planning schemes of work for careers education, to be delivered in PSHCE, Grand Challenge days, and embedded in the curriculum throughout the school;
* Provide all the information for students through all years for options available, particularly Level 2 Plus and Level 3 Plus. Provide information and guidance on all options open to students and create a pathway for their success;
* Be aware of current trends and statutory requirements around work experience, implementing a high-quality work experience programme or suitable alternative for students in Level 2 and Level 3, ensuring high quality appropriate places;
* Liaising with tutors, mentors, SENCO and head of sixth form, to identify students needing guidance at key times within the school year and identifying key groups of vulnerable students (including those at risk of being NEET) to ensure appropriate provision is made for them;
* Monitoring access to, and take up of, careers guidance by developing and maintaining a student tracker to enable identification of students with low participation, students in key groups within the school and impact of the CEIAG plan across all levels in the school to ensure Gatsby benchmark 3 is met;
* Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities;
* Liaise with careers leaders in other schools and share best practice;
* Secure funding and writing bids for careers-related projects;
* Support the alumni network who can help with the school’s careers programme;
* Manage any external careers advisors as appropriate;
* Track and monitor leavers destination;
* Complete ad hoc administration tasks as required.

**UCL Links**

* To enable UCL staff and students to benefit from the knowledge and expertise of UCL Academy staff by organising events, open mornings, visits etc.;
* To maintain and enrich the relationship with UCL, ensuring that the partnership is “two way”;
* Manage the mentoring programme with UCL students ensuring that mentors and students are matched, that activity has happened and impact is measured;
* Organise a guest lecture series for the Academy; advertise and ensure full student attendance for each session; communicate the programme with relevant staff and students to ensure that all are aware of the expectation of attendance at the lectures and evaluate the programme through feedback, evaluation sheets etc.;
* Identify and develop strategies to further enhance the UCL partnership across the Academy;
* Coordinate UCL volunteers for the Academy’s Self Directed Programme;
* Further develop links between key Academy staff and UCL, strengthening the ongoing relationship between UCL and a number of Academy faculties;
* Manage UCL library access for staff.

**General**

* The post holder is required to support and encourage the Academy’s ethos and its objectives, policies and procedures as agreed by the governing body;
* Adhere to the Academy’s Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible;
* To uphold the school's policy in respect of child protection matters and promote the safeguarding of all pupils in the school;
* To attend, participate in and positively contribute to scheduled meetings;
* Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives;
* Work in accordance with the Data Protection Act and GDPR legislation;
* Provide a healthy and comfortable working environment, smoking is strictly prohibited;
* It is a requirement that you undertake first aid training for this position and may support in first aid emergencies as required;
* This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post;
* All staff participate in the school’s performance management scheme.
* Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job description.
* The Academy will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This post is classified as having substantial access to children and appointment is subject to an enhanced DBS check of previous criminal convictions. Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

|  |
| --- |
| **Job Specification – Careers & UCL Links Officer** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * Minimum educated to ‘A’ Level or equivalent * Educated to degree level or equivalent | * Level 6 certificate in Careers Leadership, or willingness to undertake the qualification * Compliance training, eg. GDPR, Health and Safety, Safer recruitment |
| **Experience** | * Previous experience of organising and coordinating events * Experience of delivery careers education in any setting * Experience of developing and maintaining links between the school and world of work * Understanding of school management structure, including delivering to senior members of staff * Enthusiastic commitment to all aspects of Careers across the School | * Experience in policy implementation * Experience of creating whole school programmes * Experience of managing and motivating staff |
| **Knowledge / Skills** | * Knowledge of Careers Education, Information, Advice and Guidance(CEIAG) and recent updates around the subject * Excellent spoken English with the ability to communicate clearly and effectively both orally and in writing * Able to work under pressure in a fast and ever changing environment * Able to demonstrate ability to work within and meet competing deadlines and to prioritise workload to meet deadlines * Willingness to organise and lead career talks, parent forums * A professional, collaborative approach that inspires confidence in pupils, parents and colleagues * Able to use own initiative within defined procedures and work with the minimum of supervision. * Able to maintain accurate manual/computer based records * Excellent IT skills, especially Microsoft Excel * Able to maintain confidentiality: understanding of the need for confidentiality, discretion and Data Protection adherence at all times | * Knowledge of school governance principles * Basic knowledge of first aid * Understanding of maintaining a budget |
| **Personal Qualities** | * Passionate about Careers Education, Information, Advice and Guidance (CEIAG) * Commitment to the Academy’s vision and ethos * A willingness to take on new responsibilities * Commitment to the Safeguarding and welfare of all pupils * Integrity * A willingness to take on new responsibilities and develop new skills and continuous professional development. * Polite, friendly and welcoming * Willing to step in and support in other areas of the Academy as required * Able to deal with others with empathy and sensitivity * Self-starter, highly motivated and pro-active * Flexible in meeting new challenges * Attendance at events beyond Academy hours, by agreement. | Willingness to be involved in the  wider life of School |

This post is classified as having substantial access to children and appointment is subject to an enhanced DBS check of previous criminal convictions. Applicants are required, before appointment to disclose any conviction, caution or binding over including ‘spent convictions’ under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background wills not necessary debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**