

Job Description

Job title: Manager of Careers and Employer Engagement

Reports to: Senior Leadership Team / Principal

Location: The Leigh UTC and Inspiration Academy

Job purpose

- Take on the role of T Level business engagement lead ([click here to read more about T Levels](#))
- Be the main point of contact for businesses with a view to developing and maintaining relationships
- Manage student work experience across relevant year groups
- Manage the academy's business mentoring scheme and careers/destinations

General responsibilities - Careers Advice and Guidance

- Work closely with the Director of Post 16 to deliver a coordinated, engaging, comprehensive, and dynamic careers and employability programme
- Take a lead role in delivering the Trust CEIAG strategy for Years 7 to 13;
 - To work with academies to organise and present at key careers events for Years 7 to 13 such as assemblies, employability workshops, lunchtime careers talks by external speakers, and information and options evenings for pupils and parents
 - To provide traditional one-to-one careers interviews with pupils and record destinations information
 - To provide specialist SEN careers guidance where needed
 - To support our students by giving appropriate advice for work experience, further/higher education options and delivery of career guidance
 - To be present during GCSE and A level results days to provide advice and guidance to pupils and parents regarding next steps
- To proactively ensure knowledge is kept up to date of CEIAG, ensuring the high quality practice across the provision
- Maintain efficiency and organisation and to uphold excellent communication skills enabling strong working relationships to be built with a range of people including: pupils, parents, teaching and support staff, and outside agencies
- Play an instrumental role in developing and maintaining strong relationships with local and national businesses, professional organisations and Higher Education institutions
- Maintain a forward-thinking and innovative approach in the delivery of careers and employability skills throughout the academy
- To identify appropriate resources for careers and employability education and ensure that they are used efficiently, effectively and safely whilst be mindful of budgetary constraints
- To ensure that the careers page and careers libraries are kept fully maintained and up-to-date with information appropriate to the needs of the UTC regarding further/higher education courses and alternative career routes

General responsibilities - Business Engagement

- Establishing and developing further strong business relationships with employers, securing their commitment to work with the UTC on an ongoing basis for the benefit of our students' future prospects and exposure to as many relevant work settings as possible
- Arrange all correspondence relating to extended work placements and T Level programme at Post 16 (engineering and computing)
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- Supporting UTC students to organise and get the most out of their work experience placements at Key Stage 4
- Undertake Risk Assessments for placements to ensure the safety of our students is maintained at all times. Manage any problems that arise and find solutions to ensure that each student has a successful and engaging placement with additional admin support
- Support the Post 16 Business Mentor Scheme, working closely with Student Services Managers (a pastoral role) and Director of Learning for Post 16
- Organise our Business Breakfast Mornings with Chair of Governors ([click here to read more about these events](#))
- Working collectively to ensure all students have an onward destination into Post 16, College or gain an apprenticeship place. The responsibility of ensuring no UTC students become a young person who is 'Not in Education, Employment, or Training' (NEET)
- Participate with external agencies with regards to careers related learning
- Create, embed and review career development programmes across all year groups that feed into the UTC's 'Talent Acquisition Pipeline'
- Support Senior Leaders and tutors with Unifrog (destinations platform)
- Support the UTC annual awards event

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

The post holder must have the ability to work with a wide range of people in the secondary age groups, from very different backgrounds and with very different needs, and to respond accordingly to support those needs.

The post holder may be required to work flexibly on occasion which could include occasional evenings (Parents' evenings, open events) and occasional Saturdays.

Criteria	Essential / Desirable
Education and Qualifications	
Minimum of Level 2 qualification in literacy and numeracy (grade A*-C/9-4) or equivalent.	E
A professional qualification in Careers Information, Advice and Guidance at Level 6 or higher.	E
Experience	
Experience of providing careers information, advice and guidance to young people in an educational setting.	E
Experience of working within a team and working in a collaborative manner.	E
Experience of leading successful initiatives.	E
Experience of the UCAS applications process.	D
Awareness of safeguarding issues relating to young people.	E
Skills & Knowledge	
The ability to deal confidently and sensitively with a wide range of people including teaching and support staff and parents/carers.	E
Excellent administrative and organisational skills, including the ability to manage own time, maintain accurate records, and prioritise work to meet demanding deadlines.	E
Knowledge and understanding of current issues in CEIAG.	E
The ability to relate well to, empathise with, and motivate secondary aged students.	E
Knowledge of the Gatsby benchmarks and how the academy can meet them.	E
Personal Qualities	
Ability to respond flexibly and creatively to new challenges and opportunities.	E
Committed to continuous professional development and high personal/professional standards.	E