**JOB SPECIFICATION**

**Job Title: UNIVERSITY AND CAREER EDUCATION LEAD**

**Job Purpose: To be responsible and accountable for the development and effective delivery of the school’s programme of career advice and guidance, working closely with key stakeholders to ensure high standards of teaching, learning and guidance.**

**Responsible to: Assistant Head Teacher**

**Salary:** Benchmarked at KR9

**Weeks/Hours of Work:** Term time (currently 38 weeks per year) plus equivalent of 10 days during school holidays (to include exams results days, appropriate evening events and any changes to term time working).

**Specific Accountabilities:**

* Advise senior leaders and governors on policy, strategy and resources for career guidance ensuring they meet statutory requirements and leg compliance as set out in the Gatsby Benchmarks
* Review and evaluate career guidance and provide information for the school development plan, Ofsted and for any other purposes required by the senior leaders of the school
* Plan and implement a programme of activity for career guidance and assess the impact on pupils, ensuring work related learning is an integral part of the schools’ careers programme
* Advise and support teaching staff with the preparation of materials / resources and the delivery of the school’s programme for careers guidance to include the organisation and provision of any training or ongoing support
* Organise and deliver training and support for internal and external stakeholders involved in the careers provision for students
* To establish and maintain a comprehensive, up-to-date and accessible provision of careers information, ensuring national initiatives are implemented effectively within the schools’ programmes for careers guidance
* To participate in the planning of schemes of work for careers education including work experience placements and facilitation of careers talks for students, coordinated with PSHE, Enrichment and other work related programmes
* To deliver careers lessons to KS3 and KS4 through the PHSE and to KS5 through Term 6 career lessons
* Establish and develop partnerships with relevant external agencies and businesses to allow students to access an effective work experience placement scheme
* Establish and develop links with local education providers and vocational training providers to assist in providing guidance to students transitioning from the school
* Deliver skilled based learning activities to individuals or groups of students within the school
* To manage the UCAS process for KS5 students
* To evaluate the overall provision of careers education, information, advice and guidance annually and to use the outcomes of the self-evaluation process to prepare an annual development plan for careers work, which will contribute to the school development plan
* Effectively manage an allocated budget, ensuring resources are ordered and allocated as appropriate
* Create and manage tracking and destination data to meet statutory obligations
* Manage the alumni careers database to support careers work including mentoring, interview preparation and events
* Manage and lead the Top Flight programme

**General Accountabilities:**

* To attend relevant evening events
* To handle all sensitive and confidential matters with discretion
* Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
* Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy

**Support for the School:**

* To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
* To contribute to overall ethos, work and vision statement of the school
* To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

**UNIVERSITY AND CAREER EDUCATION LEAD PERSON SPECIFICATION**

Qualifications:

Knowledge and skills equivalent to national qualification level 3

Be working toward, or have, an accredited qualification in CEG, NQG Level 6

Experience:

Experience of careers education and guidance I an education setting

Previous experience of working with young people 11 – 19 years of age

Working as part of a team

Experience of designing schemes of work

Experience of undertaking a range of administrative duties at a senior level

Experience of providing a high level of customer service and liaising/relationship building with a wide range of individuals and agencies.

Skills and Abilities:

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| Ability to provide information, advice and guidance  Ability to work with a high degree of accuracy and attention to detail.  Ability to draft correspondence and produce documents of a high standard.  Able to plan, organise and prioritise work efficiently and effectively.  Able to take responsibility for own work with little or no supervision.  Able to use own initiative to solve problems and respond proactively to unexpected situations.  Able to deal calmly, tactfully and effectively with a range of people.  Ability to show sensitivity and objectivity in dealing with confidential issues. |

Knowledge:

Understanding the implications of a changing education landscape for career guidance

Understand the requirements of the eight key Gatsby Benchmarks

Good knowledge of the work of the school and school systems and processes

Willingness to keep up-to-date with the changing labour market, training and university admissions

Awareness of the local job market and opportunities

Knowledge of a range of computer applications – including work Word / Excel / Powerpoint / Sims.

Demonstrate an understanding of confidentiality and child protection issues in a school setting.

The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

Signed ……………………………………………. Post holder Date………………………

Signed ……………………………………………. Headteacher Date ……………………...