

## JOB DESCRIPTION

<b>Post Title</b>	<b>Careers Leader</b>
<b>Salary Scale / Grade</b>	<b>SO1</b>
<b>Hours per week</b>	<b>21</b>
<b>Full time or Term time</b>	<b>Term-time plus five days</b>
<b>Reporting to</b>	<b>TBC</b>

### **Purpose:**

The role of the Careers Leader is to plan and implement a strategy for developing a careers programme for Medina College and The Island VI Form that meets all of the eight Gatsby benchmarks of good practice and prepare young people for the choices and transitions in education, training and employment. Provide independent advice and guidance across the school sites.

### **Key tasks and responsibilities:**

#### Leadership

- Leading together with any external partners who deliver forms of CEIAG (Careers Education,, Information, Advice and Guidance).
- Advising SLT on policy (ensuring latest Government guidance is always followed), strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks.
- Reporting to the senior leaders and Governors.
- Reviewing and evaluating CEIAG and providing information for school development planning, Ofsted and other purposes.
- Preparing and implementing a CEIAG development plan
- Understanding the implications of a changing education landscape for career guidance, e.g. technical education reform.
- Ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to students in schools, including the publication of the policy statement of provider access on their website.

#### Management for (CEIAG)

- Planning the programme of activity of information and career guidance.
- Manage and create a suitable tracking system of CEIAG across the two schools.
- Briefing and supporting teachers involved in CEIAG.
- Monitoring delivery of CEIAG across the eight Gatsby Benchmarks, using the Compass evaluation tool.
- Supporting tutors, providing initial information and advice.
- Managing the work of outside agencies involved in CEIAG delivery
- Monitoring access to, and take up of, guidance.
- Ensuring colleges, further education providers and apprenticeship providers have access to the school to share opportunities with all students.
- Managing the careers budgets as appropriate.
- Managing their own CPD and supporting the ongoing CPD of colleagues
- Manage encounters with employers and work experience.

#### Co-ordination

- Managing the provision of career and labour market information.
- Managing the content of the careers section of the Medina College (inc The Island VI Form)

- websites, ensuring information is accurate and up to date via the Marketing Officer,
- Liaising with the PSHE leader and other Curriculum Leaders to plan their contribution to the careers programme.
- Liaising with tutors, mentors, SENDCo and Heads of Year to identify students needing guidance.
- Referring students for careers guidance interviews.
- Communicating with students and their parents/carers

### Networking

- Establishing and developing links with FE colleges, apprenticeship providers, University Technical Colleges and universities.
- Establishing and developing links with employers.
- Negotiating a Service Level Agreement with the Local Authority as appropriate.
- Commissioning career guidance services where appropriate.
- Managing links with the Solent LEP, Careers and Enterprise Company (including Advisers) and other external organisations.
- Securing funding for careers related projects.
- Building a network of alumni who can help with the careers programme

### Careers Adviser Role

- Provide impartial, advice and guidance to students in respect of their education, training and employment options
- Work in close collaboration with colleagues across Medina College and The Island VI Form, such as the SENDCo, Heads of Year and others to ensure the correct level of careers guidance is delivered to students
- Provide access to impartial information, advice and guidance through 1-1 interviews, drop in sessions, parents evenings, assemblies, presentations and tutor time
- Record all interviews and agree achievable destinations for students.

### **Other Responsibilities:**

- To follow and support the school's policies reflecting the commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the school's ethos' by expecting high standards from all of the students in both lessons and social times, modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at work policy.
- To promote and safeguard the welfare of students and young people you may come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher or Head of School.

### **Review:**

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS AND TRAINING**

- GCSEs at grade 4/C or above in English and Mathematics or equivalent
- NVQ Level 3 or equivalent
- An appropriate Level 7 careers guidance qualification or equivalent
- First Aid Certificate

### **EXPERIENCE**

- Experience of working with students or young people
- Knowledge of careers advice and guidance
- Day-to-day working experience and skill with Google Docs
- Experience of working in an educational setting

### **KNOWLEDGE AND UNDERSTANDING**

- Commitment to, understanding of, and experience with the main safeguarding principles

### **SKILLS AND ABILITIES**

- Excellent interpersonal, verbal, and written communication skills with adults and children in a variety of settings
- Ability to work flexibly and on own initiative to achieve objectives
- Ability to prioritise, coordinate, and organise work under pressure
- Conscientious and positive disposition
- Ability to self-manage and work independently
- Excellent administrative skills
- High level of accuracy and attention to detail
- Ability to use Arbor

### **PERSONAL QUALITIES AND ATTITUDES**

- Ability to maintain high-quality professional relationships and act as a role model to students
- Ability to be discreet and professional at all times, ensuring confidentiality is upheld
- Calm, approachable, resolution-focused disposition
- Willingness to participate in further training and development opportunities
- Flexible attitude when carrying out different types of work
- Interest in and commitment to developing enrichment experiences for all students