

Careers Lead

Job details

Salary: £36,517.77

Hours: 37.5 hours per week, all year round

Contract type: Full-time and part-time considered

Reporting to: Assistant Head Teacher

Responsible for: Personal Development and Sixth Form

Main purpose

The careers leader will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance.

Duties and responsibilities

Leadership

- Lead the careers team, including teachers, administrators, external partners, and any other staff members who deliver careers guidance
- Prepare and implement a careers guidance development plan
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted, and other purposes
- Report on guidance advice to senior leaders and governors
- Understand the impacts of changing education landscapes for careers guidance
- Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website
- Support with and lead on EHCP and MAP meetings

Management

- Plan the programme of activity in careers guidance

*Autism East Midlands is an Equal Opportunities Employer.
'The school is committed to safeguarding and promoting the welfare of
children and young people.'*

*Please note successful applicants **will be** subject to an Enhanced Disclosure & Barring Service check at a cost to the individual*

- Brief and support staff members involved in careers guidance or who provide initial careers information
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks
- Manage the work of staff who are delivering careers advice

Co-ordination

- Manage the careers section of the school website, ensuring that information is accurate and up to date
- Work with the senior leadership team to deliver our school's careers programme
- Manage the provision of career and labour market information
- Refer pupils to careers advisers
- Communicate with pupils and their parents
- Engage with relevant subject leaders (such as the PSHE lead) to plan their contribution to careers guidance

Networking

- Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities
- Establish and develop links with employers and work experience providers
- Work with external organisations and external careers guidance services where appropriate
- Liaise with careers leaders in other schools and share best practice
- Secure funding for careers-related projects
- Maintain and grow a network of alumni who can help with the school's careers programme

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies
- Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school