

Job Description

Job Title:	Careers Lead
Grade and hours:	Grade 8 21 hours
Reporting to:	The postholder is responsible to: <ul style="list-style-type: none"> • The Headteacher in all matters • The Deputy Headteacher
Key Relationships/ Liaison with:	To promote careers education and progression through relationships with students, parents, school staff, post-16 providers, local authority and external partners such as LEBC and CEC Key internal links are with tutors and the lead for Personal Development (PD)
Job Purpose:	To provide leadership and management of the school's careers provision to ensure students have a wide range of experiences that leave them fully prepared for making suitable, secure and informed decisions about their next steps
Main Duties & Responsibilities (In addition to your present duties)	<ul style="list-style-type: none"> • Deliver the Work experience through links with local providers, students and parents ensuring a safe and valuable experience for all students • Maintain relationships with local employers • Arrange and deliver careers experiences such as Speed networking events and the Careers Convention • Carry out Careers interviews for Years 9-11 (1:1) and an experience for Years 7 and 8 to be included in line with the current government white paper ("Skills for jobs: lifelong learning for opportunity and growth") • Post-16 preparation, advice and monitoring of applications - link to Year 11 Personal Development lessons • Maintain 0% NEET figures through high quality advice and monitoring of applications • University liaison to ensure all students in all year groups are aware of the possibilities (including degree apprenticeships) • Complete termly Compass audits for progress against Gatsby Benchmarks • Lead the school's local careers hub membership including exploiting available external funding sources • Ensure engagement of governors, staff, students and parents/carers in careers education • Track all student careers-related activity (UniFrog) • Maintain alumni group and liaise with the school's Marketing Officer regarding communicating through LinkedIn, Twitter etc. (tag in careers hub) • Sharing of extra Local Marketing Information resources • Contribute regular 'Careers Corner' information for school newsletter • Maintain Careers section of school website • Link with faculties regarding STEM careers related activities (eg Geobus) • CareersMark - research and gather evidence for the successful application and maintenance for CareersMark status • Promotion of apprenticeship opportunities through dissemination of information, external links and support applications • Maintain staff and student UniFrog website accounts and promote use, including integrating into the 'Futures' award and Personal Development schemes of work where appropriate • Manage careers budget to ensure value for money

This job description is current at the date shown, but following consultation with you, may be changed by school leaders to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Name:

Signed: (Postholder) Date:

Signed: (Headteacher) Date: