

Durrington High School Careers Leader

JOB DESCRIPTION

What is the purpose of the job?

- ◆ To be relentless in improving opportunities for our students which will make a real difference to them
- ◆ Plan and implement a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice
- ◆ Prepare young people for the choices and transition in education, training and employment
- ◆ To contribute to the leadership of the school being able to implement and uphold school rules, policies and ethos; being an excellent role model for students
- ◆ To be responsible for safeguarding and prioritising the welfare of children

What are the job particulars?

- ◆ DMAT Grade 8 scp scp 27-30 actual salary £21,337 - £23,675. Hours are 37 hrs per week – 8.30am – 4.30pm, 4pm on Friday term time only plus training days and major school events i.e. Open Evening, careers events, and Sports Day.
- ◆ Accountable to Deputy Headteacher and Headteacher
- ◆ The activities outlined in this job description are in addition to those general conditions of service and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Activities – what do you have you have to do?

- ◆ Promote and safeguard the welfare of children and young people at Durrington High School
- ◆ Maintain confidentiality at all times
- ◆ Successfully lead and manage the career team to ensure all students receive the best possible careers advice

Leadership

- ◆ Advising senior leadership on policy, strategy and resources for CEIAG
- ◆ Reporting on CEIAG to senior leaders and governors
- ◆ Reviewing and evaluating CEIAG
- ◆ Preparing and implementing a CEIAG development plan
- ◆ Identifying sources of funding for CEIAG and writing bids.

Management

- ◆ Planning the programme of careers guidance and develop schemes of work for careers education
- ◆ Briefing and supporting teachers of careers education
- ◆ Monitoring teaching and learning in careers education
- ◆ Supporting tutors and mentors providing initial information and advice
- ◆ Managing the work of the careers adviser and careers administrator
- ◆ Monitoring access to, and take up of, careers guidance
- ◆ Monitoring the work of the careers administrator.

Co-ordination

- ◆ Managing the provision of careers and labour market information
- ◆ Liaising with the SME leader, and other subject leaders to plan careers education
- ◆ Liaising with pastoral managers, form tutors, SENCO and company leaders to identify students needing guidance
- ◆ Referring students to careers advisers.
- ◆ Organise a range of careers events at different stages of students' careers to ensure they are well informed of the possibilities open to them
- ◆ Oversee the year 10 work experience programme which includes liaising with employers and MET Northbrook.

Networking

- ◆ Establishing and developing links with employers
- ◆ Establishing and developing links with FE colleges, apprenticeship providers and universities
- ◆ Liaising with the local authority, CLA lead and SENCO for support for vulnerable young people
- ◆ Commissioning careers guidance services
- ◆ Managing links with the LEP and other external organisations.

Accountability

- ◆ The careers leader is accountable to the senior leader with overall responsibility for CEIAG.

Person Specification

Attributes	Essential	Desirable	How identified
Resilience and emotional maturity	Ability to work under pressure and manage time effectively Demonstrate robustness and emotional resilience in challenging situations. Responds positively when		Evidence will be taken from your application, interview and references

	given feedback and when facing setbacks.		
Qualifications	Minimum GCSE grade C or equivalent in Maths and English and good IT skills. NVQ level 4 in Advice and Guidance or equivalent.	NVQ level 6 in Advice and Guidance or equivalent.	Evidence will be taken from your application, interview and references
Experience	Successful experience of working with others. Experience of working in a related field. In preparing reports and presentations.		Evidence will be taken from your application & interview
Training	Willing to be responsible for your own professional development and to disseminate best practice to colleagues		Evidence will be taken from your application, interview and references
Specialist knowledge	Have a strong interest in caring for young people.		Evidence will be taken from your application, interview and references
Leadership skills	Be able to prioritise and ensure no important task is left undone. Be proactive, but know when to refer on. Uses a range of strategies and techniques, to enhance own and others effectiveness; motivating others to succeed through your leadership /work. Able to develop effective and strong relationships with stakeholders. Excellent written and communication skills		
Skills and qualities	Proven willingness and capacity for hard work. An excellent communicator. Be extremely accurate, with attention to detail. Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. Highly motivated, clear thinking and principled. Committed to equality of opportunity. Be confident in using word and excel spreadsheets.		Interview Tasks References