



GOSFORD HILL SCHOOL

JOB DESCRIPTION

Post Title:	Careers Lead
Accountable to:	Assistant Headteacher (Student Welfare, Attendance & Behaviour)
Line Managed by:	Assistant Headteacher (Student Welfare, Attendance & Behaviour)
Start Date:	
Hours:	27.5 hrs/wk. 40 weeks Hours to be discussed Including a 30 min unpaid lunch break There is an expectation that the post holder will work flexibly with their hours at periods during the summer holiday to support students following GCSE and A Level examination results
Salary:	Grade 8

JOB PURPOSE

- The Careers Lead will take lead responsibility and accountability for the delivery of our school's programme of CEIAG (careers education, information, advice and guidance)
- The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reforms to ensure that the school meets the Gatsby Benchmarks and the recent Provider Access Legislation.
- To foster strong links with local employers and higher education institutions to support the work of Faculties and engage students in being aspirational about careers

OBJECTIVES

To be accountable for:

- Managing and delivering a programme of careers education, information, advice and guidance across the whole school.
- Providing student one to one impartial career guidance sessions, at key career decision making points.
- Organising opportunities for students to consider potential further learning pathways and careers, and raising students' career aspirations in line with the school's careers strategy, vision and ethos.
- Contributing to the school curriculum in the form of careers education.
- Managing, coordinating and evaluating work experience.
- To plan and lead aspects of the PSHE curriculum related to Enterprise and Careers

MAIN DUTIES

Leadership

- Lead the wider school team and work collaboratively with external partners in the delivery of effective CEIAG.
- Advise the senior leadership team on policy, strategy and resources for careers education showing how they meet the Gatsby Benchmarks and Provider Access Legislation..
- Report to senior leaders and governors.
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes.
- Prepare and implement a careers guidance development plan.
- Understand the implication of a changing education landscape for careers guidance, e.g. technical education reform and provider access legislation.



- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools
- Ensure that details of the school's careers programme and the provider access legislation are regularly reviewed, updated and published on the school's website.

Management

- Plan the delivery programme of school activity in careers education, information, advice and guidance.
- Brief and support teachers involved in careers learning, advice and guidance.
- Monitor delivery of careers across the 8 Gatsby Benchmarks and complete Compass + reporting.
- Support tutors, providing initial careers information, advice and guidance.

Coordination

- Manage the provision of career and labour market information.
- Manage the careers section of the school's website, ensuring information is accurate and up to date.
- Sharing of apprenticeship vacancies and open day information on google classroom and in parent bulletins.
- Liaise with the PSHE leader and other subject leaders to plan their contribution to careers guidance.
- Coordinate encounters with employers and work experience, including appropriate trips
- Communicate with pupils and their parents (including via assemblies, parents evenings and at results days)
- Record and produce destination data for end of Year 11 and Sixth Form
- Tracking 14-19 students to ensure all are in learning, education or relevant training

Networking

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
- Establish and develop links with employers
- Negotiate a service level agreement with the local authority as appropriate
- Commission careers guidance services where appropriate
- Manage links with external organisations
- Secure funding for careers related projects. Manage all financial contracts in regard to careers advice.
- Build a network of alumni who can help with the careers guidance programme

Work experience

- Plan, oversee and evaluate the work experience programme for the school.
- Ensure all health and safety (including safeguarding) guidelines and regulations are followed.
- Oversee student and employer feedback from placements in order to assist in the annual review
- Complete and present a work experience report showing analysis and trends.
- Coordinate extended work experience placements.

Other

- Undertake any other appropriate duties as required by the SLT appropriate to the level of the role.
- Where appropriate, attend regular whole school and team meetings
- Undertake appraisal, training and mentoring
- 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.



- Contribute to the overall ethos/work/aims of the School.
- To flexibly work with the Line Manager concerning work time arrangements

Health and safety responsibilities:

It is the responsibility of every employee to cooperate with their employer to ensure the effective discharge of health and safety responsibilities. As an employee you are expected to:

- To be part of and promote a positive and pro-active health and safety culture;
- Undertake necessary health and safety training;
- Ensure you are familiar and comply with the School's health and safety policies and procedures;
- Ensure risk assessments in accordance with School procedures are undertaken to reduce risks to a level that is as low as is reasonably practicable. This must consider hazards to both employees, clients and others who use our services;
- Follow all appropriate safety instructions and use safety equipment provided;
- Ensure your work is carried out with due regard for the health and safety of yourself and others (employees, service users, carers, public etc.);
- Support your line manager in the delivery of good health and safety practice and the minimising of risks;
- Ensure you draw to managers attention health and safety problems or deficiencies in the workplace; and
- Ensure safety events (accidents, incidents and near misses) are reported with a view to preventing a recurrence.

Responsible for the Line management and appraisal of: N/A

Last updated: May 2024

Signed :.....

Date ;.....

The performance of all the duties and responsibilities shown overleaf will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed bi-annually and any changes will be subject to consultation