



Careers Leader

Job description and person specification

Salary: L7
Weeks: Term time + 5 inset days
Hours: 37 hours a week.
Reporting to: Associate Assistant Headteacher
Location: Putteridge High School, Luton

Purpose of post:

- To provide a range of professional guidance and career planning to enhance student employability and raise aspirations.
- To co-ordinate Work Related Learning (WRL) and Careers activities.
- To support and deliver effective careers guidance, careers education and information for students.
- To support and facilitate the delivery of all work experience programmes.
- To ensure the school provides high quality careers education and guidance.
- To design, select and provide curriculum resources, activities and services to meet students' career needs.
- To work in close collaboration with staff and employers to facilitate student progression and aspiration.
- To lead on a range of projects which assist and support students into employment or higher education, and act to raise aspiration.

Organisation Chart: Associate Assistant Headteacher
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Careers Leader

Principal Responsibilities:

- Work Experience Co-ordination.
- To manage the delivery of all work experience placements in Key Stage 4.
- To ensure the school delivers fully on the Gatsby Benchmarks.
- Map work experience provision and oversee gap analysis by sector.
- To develop local external business links to facilitate work experience placements.
- To ensure that all pupils have at least one university experience by the end of year 8.
- To develop a bank of good practice resources to support new employers taking on work experience placements and internships.
- Manage the production of evaluation reports on work experience delivery provision.
- Work closely with Luton Careers Hub to ensure we are offering the best opportunities to our pupils.

Careers Advice and Guidance

- To provide outstanding careers guidance coaching and information to students to ensure all students receive sufficient information to consider a wide breadth of career possibilities and have access to independent, impartial and inspirational advice and guidance. This includes guidance in relation to subject options and choices.
- To provide workshop sessions which may include CV writing, applications, preparing for interviews, or applying for volunteering or work experience opportunities, choosing a career or a path into Higher Education.
- To work with Higher Education Institutions, including Russell Group Universities, employers, voluntary organisations business enterprises to promote aspiration and opportunities for students.
- To ensure there is a clear strategy for the delivery of careers guidance with different activities and services to meet the needs of students at different stages of their development, including within the mainstream curriculum.
- To obtain written feedback from students colleagues and partners on the delivery of the service to be able to monitor and evaluate the quality and impact of provision.
- Develop partnerships and networks with local employers to support the school in ensuring students have greater direct exposure to the world of work and the full range of career pathways.
- To ensure students are well signposted to different guidance activities and promote the use of the National Citizenship Service.
- To ensure that careers advice, guidance and education activities provide students with up to date industry related knowledge and labour market information and available Apprenticeships.
- To design, select and provide activities, resources and services to meet students' career needs.
- To coordinate activities and events relating to Careers education and Guidance, under the guidance of the postholders responsible for careers, and other staff as appropriate. To also facilitate and manage careers' fair.
- To develop, in consultation with postholders the provision of Information Advice and Guidance (IAG) co-ordination and events related to preparing students for Apprenticeships.
- To support the SLT lead, and other staff, in the co-ordination of whole school careers events.
- To support the school lead and other staff as appropriate with the co-ordination of projects and events undertaken in conjunction with outside bodies.
- To support and advise SLT in relation to matters of compliance and careers statutory duties.

Whole School Support

- To disseminate information to colleagues, students and parents on up to date developments in Higher Education and employment.
- To research and provide up to date information on local and national career opportunities and keep students and colleagues informed of new developments and trends.
- To lead on compiling and analysis of progression data when students move on.
- Support in the enrolment and recruitment process to post - 16 provisions as required.
- Undertake full First Aid training and act as a School First Aider, linked to off site visits with students.

General Requirements

- The post holder must at all times carry out his/her responsibilities with due regard to The Chiltern Learning Trust's policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Chiltern Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Be flexible in working to the needs of the school. This post requires two weeks' of commitment beyond term time.
- Undertake any other duties commensurate with the grade that may be required by the school management.

The Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.

All personnel may be required to work across all schools by agreement with the Chief Executive.

Dimensions:

Supervisory Management: N/A
Financial Resources: N/A
Physical Resources: Office equipment
Other:

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head Teacher.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.
- All teaching staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Development Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

Safeguarding Children

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service'.

CVs will not be accepted for any posts based in schools.

**Putteridge High School
Person Specification -Careers Leader**

This acts as a selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	<p>Experience of working with young people between 11-18 years old.</p> <p>Managing, implementing and evaluating action plans.</p> <p>Managing and implementing recording and reporting systems.</p> <p>Producing reports.</p>	1,2	<p>Delivering mentoring and progression services to young people.</p> <p>Multi-agency working.</p> <p>Developing banks of educational resources.</p>	1,2
Skills/Abilities	<p>The ability to motivate.</p> <p>The ability to implement plans.</p> <p>The ability to build good relationships at all levels.</p> <p>The ability to effectively map provision.</p> <p>The ability to promote and maintain quality control in all aspects of work.</p> <p>Team player with energy, commitment, enthusiasm and perseverance.</p> <p>Excellent organisational skills encouraging positive collaborative working practices.</p>	1,2	<p>Ability to be both constructive and critical.</p>	1,2
Competencies	<p>Able to form appropriate relationships with young people.</p> <p>Ability to represent the school in a professional manner with a calm, tactful and responsible attitude.</p>	1,2		

Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		
Specialist Knowledge	<p>Knowledge of a range of IT software, e.g. spreadsheets and databases.</p> <p>A working knowledge of the English education system.</p> <p>Knowledge and understanding of issues facing diverse and inner-city communities.</p> <p>Knowledge and experience of working within an educational setting.</p>	1,2	<p>Evidence of knowledge, understanding and enthusiasm for the personalised learning agenda.</p> <p>Understanding of budget management.</p>	1,2
Education and Training	Relevant GCSE's or equivalent (inc English and Maths at C grade or above)	4	<p>Higher education qualifications in a related degree.</p> <p>A qualification in Career Guidance and Development Level 6, ie. QCG, NVQ/SVQ Diploma, Dip, CG, AGCAS.</p> <p>Teaching Qualification</p> <p>Qualified Careers coordinator</p>	4
Other Requirements	Willingness to adjust working arrangements to meet day to day service demands.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)