



Job description: Careers Manager

Location	Oxford Spires Academy
Contract term	Permanent
Full time/term time	Full time, Term time only +5 days (37 hours per week)
Pay range	Grade 8 SCP18-23
Reporting to	Assistant Principal

Job purpose

To provide guidance, advice and support to students, parents/carers and teachers to help students investigate and implement their career decisions. To manage the school's public relations, events and support the SLT with the school's marketing strategy for careers.

Main duties and responsibilities

- To determine the Careers education and Guidance and Work Related Learning programme for all key stages based on statutory requirements and legislation. To monitor and evaluate its delivery.
- To write and review the relevant careers Education and Guidance and Work Related Learning policies and schemes of work. To provide advice to the leadership team regarding changes to statutory duties surrounding careers education and guidance.
- To train staff, when required, to ensure understanding of topics and databases.
- To ensure that information on education and careers opportunities and associated support information is maintained, displayed and available to students for use in the school.
- Be responsible for the acquisition, development and maintenance of careers and opportunity information for students.
- To assist students to access information about opportunities by dealing with telephone enquiries, offering one to one support, leading group work activities and administering information events e.g. Careers Conventions as appropriate.



- To provide support to individual students seeking placement into Work Experience, education, training and employment. To advise staff and students in the Work Experience process.
- To manage aspects of Work Experience and training for students. Canvass for opportunities, arrange appointments for students to be interviewed and follow up to determine outcomes in conjunction with the contracted careers guidance professionals.
- To monitor progress of those students placed into Work Experience, Young Enterprise or training.
- To participate in strategies for liaison with employers and training providers. To develop and maintain a database of local providers.
- To work with students as individuals or groups in support of the careers guidance process.
- To operate in other locations, beyond the school, as required.
- To provide detailed analysis and evaluation of data and produce reports/information as required. To undertake research and obtain information to inform decisions.
- To manage and deliver careers events and co-ordinate the roles of staff, students and external providers.
- To develop, maintain and manage good relationships with media e.g. local newspapers, radio, television. To develop proactive ways of achieving positive media coverage of the school's activities.
- To foster positive community relationships with local businesses, residents and parents through events.
- To be responsible for managing expenditure within agreed budgets.



- To undertake administrative and clerical work necessary to operate and maintain the careers department.
- To work with nominated member of SLT to develop and support the careers strategy of the school and the relationship with the third party provider. Review and have input to the content of school marketing materials and publications. Provide administrative and clerical support to this process and undertake contracting and proof reading as required.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Job title

Qualifications and training <i>Evidenced through: Application</i>	Essential	Desirable
NVQ Level 3 Certificate in Advice & Guidance	✓	
Level 6 Diploma in Careers Guidance and Development (training will be supported if qualification not yet completed)	✓	

Experience/employment record <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
Minimum of 3 years relevant work with the public, including using information systems, working with young people, Careers and Public Relations.	✓	
Full current driving licence	✓	
Good IT skills	✓	
Experience of working in a Secondary School environment	✓	

Personal qualities <i>Evidenced through: Application/ Interview/ References</i>	Essential	Desirable
Excellent communication skills	✓	
Excellent Organisation Skills	✓	
Ability to remain calm under pressure	✓	
Flexible approach and calm manner, allowing for dynamic Risk Assessment and Planning based on unforeseen circumstances	✓	

