

Sewell Park Academy

Job Description

Post Title: Assistant Careers Lead
Responsible to: Senior Trust Careers Lead
Hours per week: 22 hours per week, Term Time +1
Salary: Grade D5-6

Purpose

- To support the planning and delivery of the careers programme and work experience with the school.
- To support the planning of careers events and activities within the school
- To provide administrative support to the careers function within the school

Specific Responsibilities

- To provide support for the independent careers advice and guidance student meetings including, timetabling meetings, maintaining appropriate records and providing accurate and up to date information.
- Support the Careers Leader in the preparation, paperwork and arranging of work experience opportunities for students across the school
- Work closely with the Careers Leader and contribute to the delivery of CEIAG programme within the school
- Liaise with the NEACO and OA teams allocated to the school

Events

- Assist the Careers Leader in the planning, delivery and evaluation of enterprise and careers events across all key stages

Administration

- Manage the provision of careers resources in the Careers area within the school
- Record all career activities on appropriate systems
- Provide administrative support for:
 - o Careers and Enterprise events
 - o Work Experience – being the first point of contact for students, parents and employers
 - o Careers related trips and visits
 - o Advertising careers events and updating the careers website
- Undertake administrative duties such as answering telephone calls and responding to careers related enquiries
- Undertake administrative jobs such as IT based tasks, photocopying and filing

Other

- Support the collation of evidence towards the 8 Gatsby benchmarks

- Create, develop, work with and build relationships with employers, FE establishments, training providers, universities and other establishments
- Work with tutors and teachers supporting students with careers

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Person specification

Assistant Careers Leader

Essential Qualifications

- Relevant educational qualifications at school/college/university

Desirable Qualifications

- Relevant careers qualification or the desire to study towards a level 4/6 qualification.

Essential experience, understanding and knowledge.

- Demonstrable careers related experience
- Solid grasp of the Gatsby benchmarks
- Competent user of Microsoft Office packages including Word, Excel, and PowerPoint

Desirable experience, understanding and knowledge.

- Experience of working in a school environment
- Understanding of child protection and safeguarding
- Experience of working with FE, universities and employers

Personal Qualities

- Excellent oral communicator with effective interpersonal skills
- Strong written communication skills with the ability to develop concise and grammatically accurate communications that are appropriate for the intended audience
- Ability to produce high-quality visual content across a range of mediums
- Self-motivated with high levels of personal drive
- Team player with a positive 'can do' attitude
- Ability to prioritise tasks effectively and efficiently to meet deadlines
- Resilient and able to accept constructive feedback to further improve performance
- Strong attention to detail and high levels of accuracy
- Ability to handle confidential information sensitively
- Willingness to take on new challenges, demonstrating innovation, curiosity, and initiative