



Job Description

Job Title:	Head of Careers
Grade:	Grade 5 – SCP 15-18
Hours:	35 Hours per week/39 Weeks per year
Responsible To:	Deputy Headteacher

Purpose and Scope

- Under the direction of a member of the senior leadership team, the Head of Careers is responsible for ensuring that the school provides students with an effective careers programme in line with the government's statutory guidance on careers advice. This includes unbiased careers advice, experience of work and contact with employers to encourage pupils to aspire, make good choices and understand what they need to do to reach and succeed in the careers to which they aspire.

Main Duties and Responsibilities

1) General

- To provide an inspiring and best practice careers service throughout the School.
- To provide engaging and interactive careers advice, guidance and support on subject options and post-school choices.
- To develop, implement and review a strategic plan which guides the policies, plans, targets and practices of the Careers Department. Receive goods delivered

2) Specific

- Advising SLT/Governors on policy, strategy and resources for career guidance and how they meet the Gatsby Benchmarks.
- Monitor, review and evaluate the delivery of careers guidance across the eight Gatsby benchmarks – Compass Tracker
- Suggesting, developing and maintaining effective partnerships with local, national and international businesses.
- Manage the Careers budget as appropriate.
- Liaise with heads of PSHE and other subjects to plan department's contributions to career guidance.
- Oversee the school maintaining the Quality in Careers Standard (career mark).
- Developing a network of specialist partners to provide guidance on specific careers.
- Organising, promoting and coordinating a structured programme of careers events for pupils and parents.
- Attendance at relevant Parents' Evenings and active promotion of careers in school assemblies and at Information Evenings and Open Mornings.
- Regular communication with students and parents/carers about careers events within school.
- Producing careers information through hard copy literature, e-communications and displays.



Job Description

- Maintain the careers guidance page on the school website ensuring information is accurate and up to date.
- Innovative and dynamic contributions to the PSHE programme throughout the School.
- Providing options guidance throughout school, including university/course selection.
- Providing guidance to pupils on completing application forms, interview technique and presentation skills.
- Organisation of careers questionnaires and relevant psychometric testing, and provision of feedback.
- Conducting individual careers interviews with all pupils in Year 11 and the Sixth Form.
- Maintain records of personal career guidance interviews.
- Monitoring, recording and communicating leaver destination information to relevant members of the school community.
- Promote, develop and oversee alumni relations to include career lunches and briefings, networking opportunities at university and in the workplace, video-conferencing and podcasting, and support with work experience placements.
- Liaison with external careers services where appropriate.
- Establish, maintain and develop links with employers.
- Organising and hosting regular visits from employers and business.
- Organise and oversee bi-annual Careers Fair.
- Establish, maintain and develop links with FE colleges, apprenticeship providers and universities.
- Supporting the Head of Sixth Form with the UCAS process, for example, disseminating information on industry changes that have an impact on university applications.
- Supporting the Oxbridge process and any other relevant careers related provision, as required.
- Manage links with the LEP and other external organisations.
- Manage own professional CPD to keep abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions.
- Support ongoing CPD of colleagues involved in the delivery of careers.
- Provide a drop-in careers service for pupil Wednesday-Friday lunchtimes.
Provide a drop-in careers service for parents Tuesdays 3.45-4.45.

3) Other

- Any other reasonable requests by negotiation with the Headteacher and Line Manager
- Produce Risk Assessments for students where required.
- All Job Descriptions are subject to review and update to meet the changing needs of the School

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The duties of this post will vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training may be given to enable the post holder to undertake this new or varied work.