

## Job Description - Leader of Careers

The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

<b>Responsible to</b>	Director of Careers and Vocational Studies
<b>Grade</b>	Grade 6 (£27,306 - £33,897 per annum)
<b>Hours</b>	37 hours per week, all year round. A flexible approach to working hours is required including occasional work during evenings.
<b>Location</b>	Based at President Kennedy School but able to travel to undertake work at or for academies within the Trust as may be required

### Job Purpose

- To lead, coordinate, deliver and embed an inspiring careers programme which meets the expectations set out in the Gatsby Benchmarks, and aims to prepare all learners to confidently progress a positive and sustainable destination.
- To provide impartial careers education information, advice and guidance (CEIAG) to students at key milestones to help them make informed decisions. To liaise with colleagues and external organisations to organise a range of high quality opportunities and experiences for all students
- To track and monitor student engagement and evaluate the effectiveness and impact of the careers programme

### Duties and responsibilities

Delivering the careers programme:

- Prepare and implement a careers programme and development plan, ensuring that details of both are published on the school's website.
- Ensure compliance with the legal requirements to provide independent career guidance and give access to providers of education and training programmes to our students, ensuring the Provider Access Policy Statement is published on the school's website.
- Develop and maintain the careers section on the school website and the careers pages on SharePoint.
- Organise a series of impactful opportunities, events and activities for students in each year group, including careers fairs, careers talks, mock interviews, assemblies, visits from external speakers and visits to employers and further and higher education providers
- Work with Director of Careers to support careers education within the subject and tutor curriculum.
- Liaise with the Work-Related Co-ordinator to be aware of students engaging with provision and provide additional IAG as required.
- Produce and disseminate high-quality careers information to students, staff and parents through hard copy literature, e-communications and displays.
- Develop a bank of careers activities, sessions and resources that can be used by staff across the school.
- Work in conjunction with the Director of Careers to provide training and support for school staff so they understand and feel confident in the role they play in delivering the school's careers programme.
- Maintain destination records of all students. Complete all statutory returns related to the post. Keep up to date with labour market information, national and local developments, legislation, and professional and academic developments, ensuring key information is disseminated to staff as appropriate.

- To work towards the achievement of The Quality in Careers Standard. Support and be part of all internal and external inspections as required
- Manage the Careers budget
- Use Compass to manage, track and evaluate the careers plan. Ensure equality of opportunity for all learners, including working with the school's Special Educational Needs Co-ordinator to identify the guidance needs of all learners with SEND, and securing targeted support for vulnerable and disadvantaged young people

### **Working with young people and families**

- Provide accurate and impartial careers information in careers conversations with students, 1:1 guidance interview, and in groups, tailoring information to suit individual needs
- Assist students in drawing up action plans to develop their careers knowledge, planning and management skills and supporting them to achieve these goals, providing extra support for our most vulnerable students and those who are at risk of becoming NEET.
- Encourage students and families to access and make best use of useful websites and careers resources, including labour market information and unifrog, our online careers platform.,
- Offer careers advice and support to students and parents at key points throughout the school year, including all subject options evenings and on exam results days.
- To conduct 1:1 and small group careers guidance interviews for all students in Year 11 and 13, those with EHCPs (Year 10 upwards) and other targeted students in Years 10-13

### **Developing partnerships**

- Establish and develop effective links with businesses, charities, further and higher education providers who can offer meaningful encounters, experiences and support programmes for students.
- Establish effective links with the schools' Senior Enterprise Co-ordinator, Employment Advisor and attend meetings of the Coventry & Warwickshire Careers Hub.
- Build purposeful relationships with colleagues responsible for careers delivery across The Futures Trust, supporting the delivery of trust-wide events as and when required.
- Work with the Director of Careers and Progress Leaders to ensure the continued development and delivery of the whole school careers plan.
- Evaluate key aspects of the provision and provide reports for senior leaders and the Local Governing Body.
- Support the Post 16 college team with the management of the school's work experience programmes for Year 12 students, liaising with external organisations where appropriate
- Liaise with families and carers, as and when required, to encourage involvement from the young person's wider support network.

### **Line Management**

The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

## Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Leader of Careers are up to date.
- This will include undertaking and successfully completing the Level 6 Diploma in Career Guidance and Development (if not already achieved)
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

Special conditions of employment
<p><b>Rehabilitation of Offenders Act 1974</b></p> <p>This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.</p> <p>If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.</p>
<p><b>Safeguarding and Promoting the Welfare of Children and Young People</b></p> <p>The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.</p>
<p><b>Health and Safety</b></p> <p>The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.</p>
<p><b>Confidentiality and Data Protection</b></p> <p>The jobholder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of</p>

that Act/s.

### **Equality and Diversity**

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

### **Training and Development**

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

### **The Trust Operates a Strictly No Smoking Policy**

This applies to all School premises and those where School services are provided.

**This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.**

**This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.**

**Job description reviewed by: Neil Clayton, Headteacher**

**Date: June 2022**