

Felpham Community College

Job Description



Core purpose:	The Careers Leader will take lead responsibility and accountability for the delivery of the college's programme of careers advice, information and guidance
Reporting to:	Assistant Head
Hours	37 hours per week, term time only
Grade:	7
Grievance Officer	Headteacher

Responsibilities:

Leadership

- Lead the careers team, including teachers, administrator, external partners, and any other staff members who deliver careers guidance
- Prepare and implement a careers guidance development plan
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes
- Report on guidance to senior leaders and governors
- Understand the impacts of changing education landscapes for careers guidance
- Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website
- Ensure compliance with all government requirements

Management

- Plan the programme of activity in careers guidance
- Brief and support staff members involved in careers guidance or who provide initial careers information.
- Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks
- Manage the work of careers staff and support staff who are delivering careers advice
- Monitor the completion of Compass+ and evaluate the college's careers programme each term by completing the evaluation in Compass+
- Oversee the work of, and line manage, the Careers Administrator

Co-ordination

- Manage the careers website, ensuring that information is accurate and up to date
- Work with the senior leadership team and staff to deliver the college's careers programme
- Manage the provision of career and labour market information
- Liaise with tutors and year offices in relation to the referral of students to the college's independent careers adviser and/or West Sussex County Council's Careers Team.
- Communicate with pupils and parents via the school bulletin, sixth form briefing notes and termly newsletter
- Attend consultation evenings (in-person or virtually) and Open Evenings
- Engage with curriculum leaders and relevant subject leaders to plan their contribution to the careers programme and the integration of careers both with in the curriculum and extra-curricular events.

- Support the Sixth Form Team with UCAS and transition interviews
- Support Sixth Form students with careers advice and UCAS
- Ensure that Sixth Form students have access to careers information
- Deliver careers information to Sixth Form students as part of the Lifeskills programme

Networking

- Establish and develop links with further education colleges, apprenticeship providers, Technical colleges and higher education institutions
- Establish and develop links with employers and providers of work experience and/or workplace visits
- Negotiate a service level agreement with the local authority and Chichester College as appropriate
- Work with external organisations and external careers guidance services where appropriate
- Liaise with careers leaders in other schools and share best practice
- Secure funding for careers-related projects when available
- Maintain and grow a network of alumni who can help with the college's careers programme
- Manage the college's LinkedIn page

Safeguarding

- Work in line with statutory safeguarding guidance (eg Keeping Children Safe in Education, the Prevent duty guidance) and the college's safeguarding and child protection policies
- Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all students in the college

This job description may be amended at any time following discussions between the Line Manager and the post holder and will be reviewed annually as part of the school self-review programme

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.
3. Because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the DBS before the appointment can be confirmed. This will be done by means of applying for an "Enhanced Disclosure". Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.
4. Every member of staff has a responsibility to safeguard and promote the welfare of children.
5. There is a regular and intrinsic requirement to communicate with members of the public.

Person Specification

MINIMUM ESSENTIAL REQUIREMENTS		METHOD OF ASSESSMENT
1. Skills & Knowledge		
1.1	Able to work on own initiative as well as a member of a team	Application form/Interview
1.2	Conscientious attitude towards work duties	Application form/Interview
1.3	Adaptable and self-motivated	Application form/Interview
1.4	Ability to accept and understand verbal and written communication	Application form/Interview
1.5	Friendly and pleasant manner	Application form/Interview
1.6	A flexible approach to maintenance and cleaning type tasks	Application form/Interview
1.7	Awareness of Health & Safety	Application form/Interview
1.8	Good knowledge of relevant equipment, resources and tools with a good standard of practical skills	Application form/Interview
1.9	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	Application form / Interview
1.10	High levels of organisational and self-management skills, ability to work independently	Application form / interview
1.11	Ability to identify own training and development needs and commitment to personal professional development to address these needs	Application form / interview

2. Experience/Qualifications/Training etc.		
2.1	<ul style="list-style-type: none"> • Work in a school/college environment or with young people • Office administration experience • Leadership and management experience in a school environment or other relevant organisation 	Application form/Interview

2.2	Health and Safety - The ability to identify risk to self and others when undertaking work activities and appropriate actions needed to minimise risk	Interview
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3. Work Related Circumstances – Professional Values & Practices		
3.1	Proven record of attendance and punctuality	Application form/Interview
3.2	Able to work in a busy school environment and relate effectively with children and adults	Application form/Interview
3.3	High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and commitment to raising their educational achievements	Application form /Interview
3.4	Demonstrate and promote the positive values, attitudes and behaviour expected from the students	Application form/Interview
3.5	Ability to build and maintain successful relationships with staff and students	Application form / Interview

Further Information

Probationary period	A formal probationary period of six months is a condition of service for all new staff that do not have previous, relevant, continuous service. The induction programme must be completed within this period.
Notice period	During the six months probationary period - one week, four weeks thereafter.
Salary	Paid on 24 th of every month into a bank account, except in December when payment is made earlier.
Increments	All increments are subject to satisfactory performance. If starting between 1 st April and 30 th September, the increment will be on 1 st April the following year. If starting between 1 st October and 31 st March the increment will be 6 calendar months after the date of commencement and then 1 st April until the top of the scale is reached.
Pension	Staff are automatically entered into the Local Government Pension Scheme unless they elect to decline. The school contributes to this scheme but not to private pension schemes. The employee contribution is 6% of salary.
Other details	All offers of employment are subject to references that are satisfactory to the school, and also to medical, police and other clearances we are required to make as an educational establishment. Proofs of identify will also be required from the successful applicant. The school will need to see the originals of relevant qualifications quoted on your application form. If the name on these certificates is not the name you now have, we would then need to see the document proving the name change, i.e. marriage certificate or deed poll certificate. Photocopies of proof of identity and qualification certificates will be taken as proof that these have been checked and verified.