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|  **JOB DESCRIPTION**  | **JD no: 70** |
| **Job Details** |
|  **Post Title** | Careers Leader |
|  **Responsible to** | Line Manager |
| **Purpose of job** |
| To be responsible for the strategic development and implementation of a comprehensive Careers Education, Information, Advice and Guidance provision across the school to improve destinations and future outcomes of students. |

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| **Responsibilities**  |
| 1. To lead on the strategic development of CEIAG services throughout the school as part of the school development plan.
2. Advise the senior leadership team and governing body on policy, strategy and resources for careers guidance and showing how they meet the Gatsby Benchmarks.
3. Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes.
4. To ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in schools.
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6. To brief and support teachers and other members of staff involved in careers guidance, providing initial information and advice. To manage the work of others, including careers advisers or other staff involved in the delivery of careers guidance.
7. Monitor the delivery and impact of careers guidance across the Gatsby Benchmarks.
8. Establish, develop and manage links with further education colleges, apprenticeship providers, university technical colleges, universities, employers and alumni as part of the careers guidance programme.
9. Secure funding for careers related projects.
10. Negotiate a service level agreement with the local authority as appropriate.
11. Manage the careers section of the school’s website, ensuring information is accurate and up to date.
12. Keep abreast of governmental initiatives and possible impact on the provision of a careers service for students, making recommendations to the Principal/Senior Leadership Team on how the Academy should respond.
13. To maintain a careers policy/handbook in which careers aims and objectives and current schemes of work are set out.
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| **Assessment and Reporting** |
| * Standard of work will be assessed by the Line Manager and as such the Careers Leader will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.
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| **Student Care Role** |
| * The Careers Leader will follow the Trust’s procedures for student contact & welfare.
* All issues arising from direct or indirect contact are to be taken to the appropriate Academy’s Child Protection Officer.
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| **Training and Development** |
| * Training and development will be given to ensure that the Careers Leader is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.
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| **Communication** |
| The Careers Leader will:* seek to respond to work-related matters within the same working day wherever possible
* represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment
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| **Discipline, health and safety**  |
| All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.  |
| **Hours of work** |
| * The Careers Leader is employed for 37 hours per week for 40 weeks per year.
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| **Collegiate responsibility** |
| In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:* providing a courteous and efficient service to students and staff at all times;
* using their influence with other staff and students to promote high standards of behaviour and order within the Academy
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| **Performance Management** |
| The Careers Leader will be subject to the Brooke Weston Trust’s Performance Management arrangements as set out in the relevant policies.**Appraisal** The Careers Leader will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance. |
| **Role Review** |
| This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval. |