

JOB DESCRIPTION		JD no: 7
Job Details		
Post Title	Careers Officer	
Responsible to	Line Manager	
Purpose of job		
To provide careers education, information, advice and guidance to students and to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore.		
Responsibilities		
<div>1. To support the strategic development of CEIAG services throughout the school.</div> <div>2. To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training.</div> <div>3. To research careers, options pathways and support organisations to meet young people’s needs.</div> <div>4. To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.</div> <div>5. To work with parents/carers to access and facilitate the student’s wider support network.</div> <div>6. To complete all statistical returns where applicable, writing reports and completing statutory documentation related to the post.</div> <div>7. To co-ordinate and manage the destination tracking of KS4-KS5 students and share with all appropriate persons/agencies.</div> <div>8. To provide support to students through UCAS and HE application processes.</div> <div>9. To lead the organisation, co-ordination and management of all education and career pathway events in addition to arranging a programme of careers-related trips and visits and industry-related speakers.</div> <div>10. To organise and update the Academy’s careers library and appropriate careers displays.</div> <div>11. 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.</div> <div>12. To maintain a careers policy/handbook in which careers aims and objectives and current schemes of work are set out.</div> <div>13. Develop and maintain links with business and community partners, arranging activities for students where appropriate (including work experience placements).</div>		
Assessment and Reporting		
<div>• Standard of work will be assessed by the Line Manager and as such the Careers Officer will be observed and monitored both formally, through the Trust’s Performance Development procedures and informally through daily discussions.</div>		
Student Care Role		

- The Careers Officer 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.

Training and Development

- Training and development will be given to ensure that the Careers Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Careers Officer 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

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 Officer is employed for 37 hours per week for 39 weeks

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

Performance Management

The Careers Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Careers Officer 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.