

Colchester County High School for Girls, Alpha Trust

Job Title : Careers Lead
Pay Scale: TLR 2a
Responsible to: Associate Vice Principal

Main purpose

The careers Lead will take responsibility and accountability for the delivery of the programme of careers advice and guidance.

Duties and responsibilities

Leadership

1. Lead the careers team, including teachers, external partners, and our Independent CEIAG Advisor
2. Prepare and implement a careers guidance development plan
3. Review and evaluate careers guidance and provide information for school improvement planning
4. Report on guidance advice to the senior leadership team and governors
5. Understand the impacts of changing education landscapes for careers guidance
6. Ensure compliance with the school's legal requirements to provide independent careers guidance and publish the relevant information on the school's website

Management

1. Plan the programme of activity in careers guidance
2. Brief and support staff members involved in careers guidance or who provide initial careers information
3. Monitor the delivery of careers guidance across the 8 Gatsby Benchmarks
4. Support tutors who are delivering careers advice
5. Review the support of the Independent CEIAG Advisor
6. To map provision and further develop employer engagement and work experience opportunities across the school including a contact database
7. To organise a careers fair

Co-ordination

1. Manage the careers section of the school website, ensuring that information is accurate and up to date
2. Work with the senior leadership team to deliver our school's careers programme
3. Manage the provision of career and labour market information
4. Refer students to careers advisers
5. Communicate with pupils and their parents
6. Engage with relevant subject leaders (such as the PSHCE lead) to plan their contribution to careers guidance

Networking

1. Establish and develop links with further education colleges, apprenticeship providers, technical colleges and universities
2. Establish and develop links with employers and work experience providers
3. Work with external organisations and external careers guidance services where appropriate
4. Liaise with careers leaders in other schools and share best practice
5. Maintain and grow a network of alumni who can help with the school's careers programme

Other areas of responsibility

Safeguarding

1. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies
2. Work with the designated safeguarding lead to promote the best interests of students, including sharing concerns where necessary
3. Promote the safeguarding of all students in the school

Professional Standards and Development

1. Be a role model to students through personal presentation and professional conduct.
2. Arrive in class, on or before the start of the lesson, and begin and end lessons on time. Please do not leave classes unattended.
3. Be familiar with the School and Department handbooks and support all the school policies and procedures,
4. Establish effective working relationships with professional colleagues and associate staff.
5. Be involved in extra-curricular activities such as making a contribution to after-school clubs, trips and visits, and whole school events.
6. Maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions and Teacher Standards, and teachers' legal liabilities and responsibilities relating to all current legislation.
7. Liaise effectively with parent/carers and with other agencies with responsibility for students' education and welfare.
8. Be aware of the role of the Governing Body of the School and support it in performing its duties.
9. Consider the needs of all students within lessons (and implement specialist advice) especially those who:
 - have SEND or an IHP;
 - are Most Able;
 - are not yet fluent in English;
 - are part of a vulnerable group (e.g. Pupil Premium students).

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
3. Have an understanding of visits' procedures and the relevant actions to take when planning out of school activities.

Continuing Professional Development

1. Take responsibility for personal professional development, keep up-to-date with research and developments in teaching and support school development plans.
2. Implement and develop pedagogic procedures introduced through school, local or government initiatives.
3. Participate in leadership, peer and self monitoring and evaluation schemes, responding to, and acting upon, advice and guidance received.
4. Carry out reflective practice exercises to move classroom practice, teaching and learning forward.
5. Use 'gained time' effectively by revising teaching, learning and curriculum materials in readiness for new academic year; participate in collaborative planning sessions; provide additional student support or any activity directed by the Headteacher.
6. Maintain a professional portfolio of evidence and learning log to support the Performance Management process - evaluating and improving own practice.
7. Contribute to the professional development of colleagues, especially CTTC students and NQT's and participating in North East Essex Teaching School Alliance activities/CPD opportunities.
8. Contribute to departmental development by sharing professional learning, expertise and skills with others in the team, through departmental training activities such as coaching and mentoring.
9. To participate in the 11+ entrance examination testing day(s).

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person specification – Careers Lead

CRITERIA	QUALITIES
Experience	<ul style="list-style-type: none"> • Work in a school/college environment or with young people
Skills and knowledge	<ul style="list-style-type: none"> • Organisational and administrative skills • Competent with common IT systems, e.g. Microsoft Office • High standards of communication (verbal and written) • Time management and planning • Ability to lead and work as a member of a team to achieve agreed objectives • Ability to establish and develop strong customer-focused relationships • Ability to handle confidential information sensitively, and knowledge of relevant data protection practices • Knowledge of the higher education and careers market • Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks • Awareness and understanding of special educational needs and disability
Personal qualities	<p>We want all staff at Colchester County High School for Girls to:</p> <ul style="list-style-type: none"> • relate well to students in all aspects of school life; • put the needs of the students first and work with them to achieve their full potential; • be self-motivated and aim for the highest standards in all that they do; • be dedicated to the success of the students, their teams, the school and themselves; • have the relevant qualifications to fulfil the requirements of the post; • have confidence and competence in the use of Information Technology; • contribute to and be active in the work of their team(s); • have good communication skills; • have a sense of humour; • be positive and co-operative; • respond constructively to developments within their areas; • have enthusiasm, energy, resilience and vision; • have an excellent record of successful teaching; • have strong organisational and interpersonal skills; • have strong management and leadership skills where appropriate; • have a commitment to continuous school improvement; • have a commitment to personal development and accept advice and coaching; • demonstrate a positive willingness to be involved in the diversity of school life