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| Responsible to: | Senior Team Link |
| Job Purpose:  | To exercise their professional skills and judgement to support the school in developing and implementing an effective careers strategy through strong leadership, effective management, coordination of activities and effective networking. |
| Arrangement: | 30 hours per week, 195 days (Flexibility in relation to working hours may be required on occasion, may include evenings or weekends by agreement) |
| Salary: | Band 11 £ |

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**Job Description: Careers Leader**

**Main responsibilities of the post:**

To exercise their professional skills and judgement to support the school in developing and implementing an effective careers strategy through strong leadership, effective management, coordination of activities and effective networking.

**Duties and responsibilities:**

**Leadership**

* Advising senior leadership on policy, strategy and resources for career education and guidance (CEG)
* Reporting to senior leaders and governors on CEG
* Reviewing and evaluating CEG
* Preparing and Implementing a CEG development plan

**Management**

**Project management**

* Planning schemes of work for career education
* Briefing and supporting teachers of career education
* Monitoring teaching and learning in career education
* Supporting tutors providing initial information and advice
* Monitoring access to, and take up of, guidance

**Co-ordination**

* Managing the provision of careers information
* Liaising with the PSHE leader, Year Leaders and Subject Leaders to plan career education
* Liaising with the tutors, mentors and SENCO to identify pupils needing guidance
* Referring pupils to careers advisers

**Networking**

* Establishing and developing links with FE colleges, apprenticeship providers and universities
* Establishing and developing link with employers
* Managing links with external organisations
* Exploring possible funding for career related projects

**Appraisal:**

* Secure high standards of professional practice through active participation in the Appraisal procedures.
* Continuously engage with CPD.
* Take responsibility for your own professional development and continuously strive for improvements.

**Other duties**

* Display commitment to the protection and safeguarding of children and young people.
* Comply with the Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required.
* Develop professional relationships with stakeholders, and persons or bodies outside the school.
* Act as an ambassador for the school community, to support St Hild’s distinctive aims and Christian ethos and to encourage staff, pupils, parents and stakeholders to follow this example.
* Promote St Hild’s positively with the local community.
* Attend local CEIAG meetings and events connected to careers.
* Undertake any other duty as required by the school and not mentioned in the above.
* Be aware of, any comply with, the policies and procedures at all times.
* To attend and perform in accordance with St Hild’s expectations.

**In addition to the above to undertake any other duties appropriate to the grade of the post**

**St Hild’s Church of England School is committed to Safeguarding and promoting the welfare of children and young people.**

**All appointments are subject to satisfactory checks prior to and throughout the duration of employment. All checks are mandatory and must be completed to the satisfaction of the Trust before a conditional offer of employment is confirmed.**