

RATIONALE:

The new strategy for careers, published in December 2017, expects all schools to adopt the eight Gatsby benchmarks of good practice and to develop and improve their careers programmes so that they meet those standards. It goes on to say that every school needs a careers leader who has the energy and commitment, and backing from the senior leadership and governors, to lead and co-ordinate the careers programme. The accompanying Statutory Guidance¹ requires every school to name their careers leader and to publish contact details on their website from September 2018.

The role of careers leader is a development of the previous role of careers co-ordinator. It involves more than the co-ordination and administration of a series of careers activities: it requires the postholder to provide strategic leadership and to manage the contributions both of staff from within the school and of external partners, including providers of careers guidance services and employers, into a coherent careers programme for young people.

Leading careers programmes in a school requires a person with leadership skills, administrative ability and specialist knowledge. At KSSS, there is a team of Careers staff:

Strategic & SLT: Headteacher

Operational & internal links: TA – The careers leader: displays, visits, visitors, Staff link, WEX link, etc

Operational & qualified Careers Advisor – SLA – 1 day per week: 1:1 work

Purpose of the roles of the CAREERS TEAM:

STRATEGIC - Headteacher:

The strategic to lead careers across the school – holding the Operational TA & Operational SLA to account, ensuring that the students have full access to the careers programme and develop this area of the curriculum & the delivery of careers.

OPERATIONAL TA – The Careers Leader & OPERATIONAL Careers Advisor:

The role of the careers leader is to plan and implement a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

KEY TASKS:

Leadership

1. Advising senior leadership on policy, strategy and resources for CEIAG: STRATEGIC - Headteacher
2. Reporting on CEIAG to senior leaders and governors: STRATEGIC – Headteacher with Careers Governor
3. Reviewing and evaluating CEIAG: Careers TEAM
4. Preparing and implementing a CEIAG development plan: Careers TEAM
5. Identifying sources of funding for CEIAG and writing bids: OPERATIONAL SLA

Management

¹ Department for Education (2018). *Careers guidance and access for education and training providers. Statutory guidance for governing bodies, school leaders and school staff*. London: DfE
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/672156/Careers_guidance_and_access_for_education_and_training_providers.pdf

6. Planning schemes of work for careers education: OPERATIONAL SLA
7. Briefing and supporting teachers of careers education: CAREERS TEAM
8. Monitoring teaching and learning in careers education: OPERATIONAL SLA
9. Supporting tutors providing initial information and advice: OPERATIONAL TA
10. Managing, in partnership, the work of the careers adviser: OPERATIONAL SLA & HEADTEACHER
11. Monitoring access to, and take up of, careers guidance: OPERATIONAL SLA
12. Managing the work of the careers administrator: STRATEGIC HEADTEACHER

Co-ordination

13. Managing the provision of careers information: CAREERS TEAM
14. Liaising with the WEX Coordinator, PSHE leader, and other subject leaders, to plan careers education: CAREERS TEAM
15. Liaising with tutorial managers, mentors, SENCO etc to identify students needing guidance: CAREERS TEAM
16. Referring students to careers advisers: OPERATIONAL SLA
17. Communicate with the students and their parents/carers: CAREERS TEAM

Networking

18. Establishing and developing links with employers: OPERATIONAL TA
19. Establishing and developing links with FE colleges, apprenticeship providers and universities: OPERATIONAL SLA & TA
20. Negotiating a service level agreement with the local authority for support for vulnerable young people: STRATEGIC HEADTEACHER
21. Commissioning careers guidance services: CAREERS TEAM
22. Managing links with the LEP and other external organisations: STRATEGIC HEADTEACHER

Accountability

The careers leader is accountable to the senior leader with overall responsibility for CEIAG: CAREERS TEAM all accountable to STRATEGIC HEADTEACHER & MANAGEMENT COMMITTEE

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers leader will carry out. The postholders may be required to do other duties appropriate to the level of the role, as decided by and guided by the Headteacher.

Person specification

Criteria	Qualities
Qualifications and training	<ul style="list-style-type: none"> • GCSE (or equivalent) in English and maths • Qualifications related to Careers • Continue to undertake quality CPD
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school or other relevant organisation • <i>Experience of designing and delivering schemes of work</i> • <i>Experience of managing networks of employers/external organisations</i> • <i>Experience of working in a school/PRU</i>
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on careers, including the Gatsby Benchmarks • Awareness of local and national organisations that can provide support with delivering a careers programme • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Good skills in producing displays; information to various audiences • Good inter-personal skills & delegation skills.
Personal qualities	<ul style="list-style-type: none"> • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • Uphold and promote the ethos and values of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to safeguarding and equality • Sense of humour!