**Job Description: Careers Leader**

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| **Post Details** |  |
| **School/setting:** | Twynham School and The Grange School (‘Twynham TGS’) |
| **Post type:** | Support Staff |
| **Grade/Pay Level:** | Grade 8 |
| **Responsible to:** | Assistant Headteacher *(or another designated leader)* |

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| **Main Purpose** |
| * Deliver an ambitious and inclusive careers programme that supports all students in developing their aspirations for the future. * Be responsible for delivering the work experience programme, work-related learning, and an independent and impartial Careers Education, Information, Advice, and Guidance (CEIAG) service at Twynham TGS. * Ensure the careers strategy aligns with both schools’ long-term vision and priorities, including aspirations for social mobility, personal development and future-readiness. * Lead a team in setting up and monitoring work placements, higher education and further education applications, and supporting young people on placements or making applications. * Develop and maintain strong, purposeful relationships with employers, apprenticeship providers, FE/HE institutions, and other key partners to enhance the breadth and quality of careers opportunities. * Ensure that Twynham School and The Grange School adhere to, and exceed the statutory guidance for careers guidance and access for education and training providers, working towards meeting the 8 Gatsby Benchmarks. |

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| **Duties and Responsibilities** |
| **Planning, Implementing, and Evaluating a High-Quality CEIAG Programme**   * Plan, implement, and evaluate a high-quality Careers Education, Information, Advice, and Guidance (CEIAG) programme for Twynham School (TS) and The Grange School (TGS). * Provide a high-quality CEIAG programme across TS and TGS, delivering careers education, information, advice, and guidance, where appropriate, in partnership with external agencies. * Ensure compliance with legal requirements to provide independent career guidance and access to providers of technical education or apprenticeships, including the publication of the policy statement for provider access on the schools’ websites. * Advise the Senior Leadership Team on policy, strategy, and resources for career guidance, ensuring alignment with the Gatsby Benchmarks. * Monitor and evaluate the delivery of career guidance across the eight Gatsby Benchmarks using online evaluation tools and provide information for school development planning. * Manage the careers section of the school's website, ensuring information is accurate and up-to-date. * Track the destinations of young people from the school and use this information to improve the effectiveness of the careers programme.   **Managing the Delivery of Career Guidance and Coordination of Internal Stakeholders**   * Liaise with Year Leaders and the PSHE Co-ordinator regarding programme requirements, especially at key transition points in Years 9, 11, and Post-16. * Maintain appropriate records and provide relevant, accurate, and up-to-date information on pupil and student interventions and intentions. * Be responsible for the effective line management of Careers Administrator(s). * Liaise with pastoral teams to identify and support students following alternative education routes. * Provide information, advice, and guidance to pupils, either one-to-one or in groups. * Monitor access to and uptake of guidance services. * Manage your own continuous professional development (CPD) and support the ongoing CPD of colleagues in the careers team. * Communicate effectively and work collaboratively with pupils and parents. * Identify and develop suitable placements for alternative education students, particularly for those at risk of internal exclusion.   **Collaborating with External Partners and Employers**   * Arrange opportunities and experiences linked to career pathways. * Serve as the CEIAG representative for TS and TGS, working with recognised external agencies. * Work with further education (FE) establishments, training providers, universities, and other organisations to access up-to-date and relevant information, providing impartial advice and guidance to students tailored to their needs. * Create, develop, and foster relationships with partner agencies to identify work placement opportunities. * Secure funding for careers-related projects. * Help maintain and grow the alumni network to support the CEIAG programme. |

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| **Safeguarding Duties and Responsibilities** |
| * Promoting and safeguarding the welfare of children and young people in accordance with the school’s Safeguarding and Child Protection policies. |

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| **Other Duties** |
| * All Twynham Learning staff may periodically be expected to carry out tasks and duties within their area of competence that are not listed herein, as directed, to meet the needs of the Trust. The particular duties and responsibilities may vary from time to time. |

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| **Twynham Learning Attributes for all Staff** | |
| * Ambition for excellence * Professionalism * Humility * Championing change | * Inclusiveness * Positivity * Community-mindedness * Being collaborative |

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| **Qualifications, Knowledge, Skills and Attributes Required** |
| Essential:  * 5 or more GCSEs (including English and Maths) at grade C or higher (or equivalent qualifications/grades). * Evidence of further study and continuous professional development (CPD). * Level 4 Diploma in Career Information and Advice (or a commitment to working towards it). * Desire to be trained to Level 6 in Careers Guidance and Development. * Sound knowledge of the education system. * Knowledge of the university application process. * Knowledge of apprenticeships and other post-16 and post-18 training options. * Knowledge of local 16+ education establishments. * Experience in leading projects or initiatives in a whole-school setting. * Successful experience in managing areas and projects. * Experience of working collaboratively with stakeholders at all levels. * Experience of working with children and young people (in a paid or unpaid role). * Knowledge of the content, structure, and processes relevant to the role. * Ability to represent the school on or off-site and an understanding of the importance of the school within the community. * Commitment to working outside of normal working hours when required (e.g. careers fairs, open evenings). * Ability to use initiative, with well-developed, incisive analytical and problem-solving skills. * Effective communication skills, both orally and in writing, with students, parents, and colleagues at all levels. * Ability to organise and develop effective systems. * Ability to relate to young people. * Ability to take initiative and work independently. * Ability to work to high levels of accuracy. * Strong skills in prioritising and planning to ensure task completion. * Good proficiency in Microsoft 365 applications, including Word and Excel. * Ability to interpret data. * Innovation and creativity in developing solutions. * A record of reliability and integrity. * Willingness to participate in further training and CPD. * Self-motivated. * Hard-working and emotionally resilient, with the ability to work under pressure, prioritise tasks, and remain flexible to meet deadlines. * A commitment to understanding and promoting equal opportunities for all members of the school community.  Desirable:  * Educated to degree or master’s level in a relevant subject. * Level 6 Diploma in Career Advice and Development (or a commitment to working towards it). * Experience in collaborating with education professionals to achieve high-quality outcomes for young people. * Experience in a school careers-related role and knowledge of the Gatsby Benchmarks. * Experience in organising work experience and work placements. * Sound understanding of the UCAS process. |

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| **Notes** |
| * This job description may be amended at any time in consultation with the postholder. |

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| **Key to Acronyms Used/Glossary of Terms Used in this Job Description** |
| * Explanations of any abbreviations or jargon contained in this job description can be found in our [Twynham Learning Glossary](https://www.twynhamlearning.com/1038/twynham-learning-glossary?search=glossary). |