

Job Description

Job title:	CAREERS MANAGER
Grade:	Grade 9 (Scale point 19 to 25)
Reports to:	Headteacher/ SLT

Main job purpose

The Careers Manager reports to the Careers and Destinations Lead and the Senior Leadership Team. They work to deliver and coordinate all careers advice to ensure that the school meets and exceeds the Gatsby Benchmarks. This role is also responsible for co-ordinating Work Experience placement for students in Years 9–11 and the Sixth Form.

The role is dedicated to increasing student employability and opportunities through a dynamic curriculum, specifically aiming to support the reduction of students who are Not in Employment, Education, or Training (NEETs), thereby enabling students to flourish in our communities and beyond.

Main responsibilities and duties

1. Strategic & Curriculum Development Support

- Together with the Careers and Destinations Lead and members of SLT, formulate careers aims and objectives that are coherent, relevant to student needs, and aligned with school and Trust goals.
- Contribute to the IAG (Information, Advice, and Guidance) curriculum through C4L - Curriculum for Life, tutor support, and vocational taster sessions.
- Support the raising of student aspirations and the school’s overall options processes.
- Keep staff, including tutors, informed regarding choices, career pathways, and labour market options.
- Maintain records of careers data in line with the Trust’s Records Retention policy.

2. Direct Student Support & Guidance

- Promote and provide information about the range of education and training options most likely to help young people achieve their ambitions.
- Deliver individual and group face-to-face careers guidance, particularly for students from disadvantaged backgrounds or those with SEND.
- To work in partnership with external and expert careers guidance providers, as appropriate, to ensure pupils receive advice on the full range of post-16 options
- To Maintain a careers resource area in the LRC, the school website, and the VLE; ensure students can access the National Careers Service.

3. Vocational & Event Coordination

- Oversee the planning, organizing, and delivery of the annual Year 10 Work Related Learning Week, including workshops, visits, and guest speakers.

- Responsible for organising vocational courses, managing student registrations, and monitoring academic progress.
- Arrange visits to local colleges, universities, and work-based training providers; arrange mentoring, work shadowing, and employer talks.
- Attend relevant parents' and open evenings.

4. Work Experience & Placement Administration

- Manage the organisation of work experience placements, including work related learning for all Year 10 and Year 12 students.
- Work with teachers to ensure students submit quality CVs, applications, and covering letters; provide 1:1 support, mock interviews, and telephone role-plays.
- Ensure all placement providers adhere to Health and Safety regulations and, for extended placements, Child Protection requirements.
- Collate and administer a work experience database, manage all paperwork, coordinate staff visits, and obtain feedback from all stakeholders.
- Publish and promote work experience and careers opportunities and events on social media and the school website and information systems.
- Act as the first point of contact for students and employers on placement; resolve any issues that arise and undertake necessary visits for students on extended placements.

Supervision and management

The postholder will report to the Careers and Destinations Lead and work closely with Heads of Year. The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

Decision making

To manage deadlines and priorities appropriately.

Problem solving and creativity

To deal with changing and conflicting deadlines. Frequent interruptions to work, ability to prioritise and communicate with all stakeholders.

Key contacts and relationships

Careers & Destinations Lead, Deputy Head of Sixth Form, Senior Leadership Team, students, external stakeholders and parents.

Working environment

Normal school administration environment.

PERSON SPECIFICATION		
Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ● 5 GCSEs including English and Maths (minimum level 4 or equivalent experience/ vocational qualification) 	Qualification or working toward <ul style="list-style-type: none"> ● L6 Diploma in Career Guidance & Development or ● L4 Career Development
Knowledge & Experience	<ul style="list-style-type: none"> ● Experience coordinating work placements ● Administrative and data management experience ● Experience of following procedures and processes 	<ul style="list-style-type: none"> ● Experience of delivering careers advice to young people
Skills	<ul style="list-style-type: none"> ● Excellent administrative and organisational skills ● Strong communication and interpersonal skills ● Fluency in English; Careers Manager is required to speak fluently with students in order to support their careers choices 	<ul style="list-style-type: none"> ● Previous experience organising events
Personal Qualities	<ul style="list-style-type: none"> ● Self motivated ● Calm under pressure ● Quick learner ● Positive & flexible attitude ● Ability to stay focussed ● Tenacity ● Discretion (maintaining confidentiality) 	
Relationships	<ul style="list-style-type: none"> ● Ability to form positive relationships with young people ● Have positive and mutually supportive relationships with all colleagues ● Ability to promote the school across the wider community 	
Safeguarding	<ul style="list-style-type: none"> ● Good knowledge of relevant Safeguarding procedures ● Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> ● Good awareness of potential Safeguarding issues with particular reference to work experience placements

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Cheri Draga, People Business Partner
Date:	February 2026