



## Job Description

<b>Job Title:</b>		Careers Lead			
<b>School:</b>		St Hild' Church of England School			
<b>JE Code:</b>		<b>Evaluation:</b>		<b>Grade:</b>	Band 11
<b>Date:</b>		<b>Status:</b>			
<b>Job purpose:</b>		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.			

### Main responsibilities

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.

### Leadership:

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

### Project Management:

1. Planning schemes of work for career education
2. Briefing and supporting teachers of career education
3. Monitoring teaching and learning in career education
4. Supporting tutors providing initial information and advice
5. Monitoring access to, and take up of, guidance

### Co-Ordination:

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

### Networking:

1. Establishing and developing links with FE colleges, apprenticeship providers and universities
2. Establishing and developing link with employers
3. Managing links with external organisations
4. Exploring possible funding for career related projects

**Appraisal:**

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

**Other duties:**

1. Display commitment to the protection and safeguarding of children and young people.
2. Comply with the Safeguarding arrangements at all times and provide personal documentation or details to facilitate any checks that are required.
3. Develop professional relationships with stakeholders, and persons or bodies outside the school.
4. 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.
5. Promote St Hild's positively with the local community.
6. Attend local CEIAG meetings and events connected to careers.
7. Undertake any other duty as required by the school and not mentioned in the above.
8. Be aware of, and comply with, the policies and procedures at all times.
9. To attend and perform in accordance with St Hild's expectations.

**Trust responsibilities:**

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.

6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.