

Job Specification

Job Title:

Careers and Work Experience Leader. Full Time. (Term-time only considered).

Grade: Grade 8

Job Evaluation Code:

Reporting to:

Deputy Headteacher

Manager's Grade:

Leadership

Service Area:

Family

Service Directorate:

Children and Young People

Overall Purpose of the Post:

Career Leaders are responsible and accountable for the delivery of their school's programme of career advice and guidance. It is a senior role that requires the person doing it to have a clear overview of the school's careers provision and to make sure that the school meets the Gatsby Benchmarks. Careers leadership involves planning, implementing and quality assuring a careers programme for the school; managing the delivery of career guidance; networking with external partners, including employers; coordinating the contributions of careers teachers, subject teachers, tutors and SENCO.

The Careers and Work Experience Leader needs to be someone who can liaise with and coordinate external partners, such as employers, learning providers and career guidance services, as well as ensure that the various elements of the school's careers provision are coordinated and managed through a stable and embedded programme. They are also responsible for ensuring that the careers programme continuously improves and that it delivers the kinds of impacts that are needed for young people. This means paying careful attention to feedback from all stakeholders and to the destinations of pupils.

It is important that the Careers and Work Experience Leader is leading the school's career guidance activity, but this does not mean that they should be delivering all of it. They will be responsible for commissioning, line managing and persuading many other people to get involved in the delivery of the school's careers programme. A Careers and Work Experience Leader is neither a relabelled Careers Coordinator nor a Careers Adviser. These roles are distinct but complementary and it is common for the Careers and Work Experience Leader to either manage or commission the Careers Adviser. A Careers and Work Experience Leader needs to have the confidence and authority to lead their colleagues, make decisions, enact reforms and ensure the school is reaching the Gatsby Benchmark by effectively evaluating current provision and improving where required.

The Careers and Work Experience Leader will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance which will include the organisation and delivery of a work experience programme at KS3 and KS4.

Requirements for the post		
	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and maths. Recent relevant CPD showing a commitment to progress and development. Vocational Qualification (QFC) Career Guidance and Development Level 6 Diploma (or willingness to work towards). 	<ul style="list-style-type: none"> Health and Safety Accredited training e.g. IOSH. Counselling skills qualification.
Knowledge	<ul style="list-style-type: none"> A commitment to multi-agency working and an awareness of the role and function of relevant agencies. An ability to engage and motivate young people. Ability to work constructively as part of a team, understanding school roles and responsibilities including own. Have excellent communication and interpersonal skills and an ability to relate to people at all levels (in particular pupils). Ability to be flexible. Willingness and commitment to professional development. Ability to stay calm under pressure. Excellent time keeping and attendance. Understand the importance of Equal Opportunities and Health and Safety at Work. Ability to lead and work as a member of a team to achieve agreed objectives Ability to establish and develop strong customer-focused relationships Ability to handle confidential information sensitively, and knowledge of relevant data protection practices Knowledge of the higher education and careers market Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks Awareness and understanding of special educational needs and disability 	
Experience	<ul style="list-style-type: none"> Work in a school/college environment or with young people Office administration experience Leadership and management experience in a school environment or other relevant organisation Experience of motivating, mentoring and guiding young people in relation to providing the most appropriate careers advice. Experience of leading and managing projects involving information and advice. Experience of working with young people between 11-16. 	<ul style="list-style-type: none"> Experience using online careers platforms such as Xello and Compass +
Physical Skills	<ul style="list-style-type: none"> Organisational and administrative skills Competent with common IT systems, e.g. Microsoft 365 	

Competencies and other skills required	<ul style="list-style-type: none"> • Energy, enthusiasm and drive. • Ability to work under pressure. • Attention to detail. • Team player. • Sensitivity and approachability. • Excellent role model for young people and for staff. • Willingness to support and contribute to school events in and out of school time. • Committed to providing the best for all pupils at Kettlethorpe High School. • Strong interpersonal and networking skills • Sensitivity and understanding, to help build good relationships with colleagues and pupils • A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. • Commitment to always maintaining confidentiality. • Commitment to safeguarding pupil wellbeing and equality. • Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people. 	
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Key Tasks:

- Lead, develop, implement and coordinate the school's provision of CIAG.
- Ensure that the school delivers CIAG in line with the most recent statutory guidance.
- Coordinate with external agencies to implement a Work Experience Programme at KS3 and KS4; ensure that pupils have 10 days' experience across both Key Stages.
- Identify and work with potential 'Not in Education, Employment or Training' (NEET) pupils.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people.
- To work with senior leaders to seek a future for all pupils.
- To support the school application for the Careers Standard kite mark.
- Develop and implement appropriate transition support to learners between the various key stages and beyond, utilising pupil data and liaising with appropriate staff.
- Convey to staff and pupils the purpose of the service and ensure that it is publicised effectively, both internally and externally.
- Identify barriers to pupils accessing appropriate advice and devise personalised strategies for their removal.
- Coach pupils and build their self-esteem through basic skills provision, supporting their emotional development and challenging low expectations.
- Track pupil data using Excel to produce reports.
- Work with the relevant staff to devise appropriate individual support plans for identified pupils and ensure their understanding.
- Work in partnership with the relevant manager and other colleagues to ensure that the school is addressing the needs of targeted pupils.
- Liaise with universities and coordinate visits for pupils, ensuring risk assessments are fully comprehensive.
- Build relationships with university colleagues and encourage university speakers to come into the school and promote higher education, raising pupils' aspirations.
- Have input into the school's wider curriculum and enrichment offering in conjunction with relevant coordinators (e.g. PSHE).
- Responsible for the provision of Career Development advice to pupils and ensuring that accurate timely advice is available for all pupils at various stages of their education.
- Establish and maintain accurate and detailed records regarding action planning, reviews and strategies with pupils.
- Liaise with external providers as required to ensure that pupils access all available provision.
- Share a progress report with the Senior Leadership Team on a regular basis.
- Attend appropriate CPD opportunities provided by the school and external providers, funds permitting
- Develop and maintain links to Training and Community services providers.
- Establish business links within the community to enrich the curriculum.
- Manage and promote online careers platforms.
- Lead on events which are careers related such as the Careers and Aspirations week and National Apprenticeship week.
- Liaise with Year Managers to update the schools' NEET tracker and identify pupils who are potentially NEET.
- Work with other colleagues to implement strategies to prevent pupils becoming NEET, working with external agencies where appropriate.
- Attend where required Consultation' Evenings and other Open Evening events as directed by the Deputy Headteacher.
- Develop relationships with businesses to enrich our mentoring programme.
- Track destinations of current pupils in Year 11 as well as comply with requests for tracking of former students and post-16 destination data.
- Provide regular updates to staff on the use of the career website.
- *Undertake such duties and responsibilities of the equivalent nature, as may be determined by the Deputy Headteacher, in consultation with the post holder including supervising pupils at break/lunch time.*

Other areas of responsibility:

Health and Safety

Where appropriate, undergo Basic First Aid training and update courses.

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Support the academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities and Child Protection.

Continuing Professional Development

In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in mentoring which may lead to improvements in teaching and learning.

Undertake any necessary professional development as identified in the School Development Plan, and multi-agency requirements, taking full advantage of any relevant training and development available.

Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Undertake IOSH training and conduct Health & Safety visits where appropriate

Safeguarding

Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, the Prevent duty guidance) and our safeguarding and child protection policies

Work with the designated safeguarding lead to promote the best interests of pupils, including sharing concerns where necessary

Promote the safeguarding of all pupils in the school

The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Responsibility for Resources

Employees (Supervision):

- None

Financial:

- CIAG Budget (up to £10,000 per academic year)

Physical:

- School management information system.
- Laptop/surface pro

Service Users:

- External agencies
- Senior Leadership Team
- School-based staff
- Pupil and families

Working Conditions:

- Mainly office based
- Some travel required for visiting work places and meetings

Characteristics of the post:

Employees are encouraged to participate in training activities in order to enhance their own personal development.

The employment checks are required:

- Evidence of entitlement to work in the U.K.
- Evidence of essential qualifications
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:

- Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level

Date completed: 05.11.2025