



Careers Lead JOB DESCRIPTION	
Name	
Accountable to	Assistant Head Teacher for Key Stage 4/5
Scale	Bexley 8.1 to 8.4
Job Purpose	<ul style="list-style-type: none"> ▪ Deliver careers information to all students via lessons, tutor time programmes, assemblies and connections with external career service guidance. ▪ Deliver a bespoke careers guidance programme to all students in Key Stage 3, 4 and 5. ▪ Work with colleagues and external agencies to provide information, advice and guidance to students towards their appropriate next steps. ▪ To have knowledge of and implement the Gatsby Benchmark framework to ensure these are being met across the school.
Responsibilities <i>Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements</i>	<ul style="list-style-type: none"> ▪ Provide effective careers education, information, advice and guidance (CEIAG) to students at each key stage, relevant to transition positions. ▪ To support and implement Provider Access Legislation (PAL) across the school for ongoing encounters with approved providers of apprenticeships and technical education. ▪ To support parents and families with relevant advice and guidance towards next steps at each relevant key stage. ▪ Plan and organise career workshops. ▪ Plan and organise annual careers week. ▪ Research Post 16 and Post 18 further education, options and support organisations to meet students' needs for college, internships and apprenticeships. ▪ To advise students on how to source relevant training courses and/or qualifications and what funding might be available. ▪ Support students to complete progression plans for potential internship employment opportunities, education and training and supporting them to achieve these goals. ▪ Provide advice and guidance on applications, CV's and interview techniques.
Areas of Accountability	<ul style="list-style-type: none"> ▪ Ensure effective planning and delivery of lessons, assemblies, tutor time programmes on aspects of career education, advice, guidance, apprenticeships and local further education opportunities, as appropriate to year groups and student destinations. ▪ Ensuring information is provided to parents/carers about advice and guidance, careers and relevant further education destinations including apprenticeships. ▪ Support students consistently with careers advice and guidance whilst recognising and responding to their individual needs. ▪ Act as a role model and set high expectations. ▪ Establish constructive relationships and communicate with other agencies/professionals.
General Responsibilities	<ul style="list-style-type: none"> ▪ Demonstrate awareness of the school's educational and behavioural policies for developing students ▪ Contribute to the overall ethos/work/aims of the school. ▪ Attend and participate in regular meetings, training and other learning activities as required.

	<ul style="list-style-type: none"> ▪ To be aware of any health and safety and child protection concerns and report them to the appropriate authorities immediately. ▪ Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. 		
Professional Development	<ul style="list-style-type: none"> ▪ Participate in arrangements for further training and professional development including those aimed at meeting the needs identified in performance objectives or in performance statements. 		
Discipline, health and safety	<ul style="list-style-type: none"> ▪ To be aware of any health and safety and child protection concerns and report them to the appropriate authorities immediately. ▪ To work in accordance with the guidelines set out in the school's Health and Safety Policy and specific faculty areas. 		
Review of job description	<p>This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head of School. It may be subject to modification and amendment at any time after consultation with the post holder.</p>		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Head of School		Date	