

Careers Lead – Job Description

About the role:

We are looking for someone to provide professional career guidance services, including personal guidance interviews, to improve pupils' skills, knowledge and understanding for career planning and management. The role will also include planning and logistics of careers events, information, experiences and relevant administration involved.

Duties will include:

- To conduct client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
- To assist the Careers Lead to collect and manage year 11 destination data, working with students where necessary to apply and manage their transition to college.
- To organise logistics of and be involved with the running of workshops, events, mentoring and assemblies with FE, HE, apprenticeship providers and employers.
- To provide year 10 students with work experience opportunities and assist with the planning and applications of work experience choices.
- Maintain records to inform the preparation and return of report to measure the impact of the interventions delivered to DANCOP learners.
- To use expert knowledge of careers information and labour market information and Intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- To deliver CPD to teaching and non-teaching staff to upskill the workforce in areas of expertise.
- To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g. Enterprise Co-ordinator/Adviser in the development and delivery of the career

guidance programme in school and the achievement of the Gatsby Benchmarks.

- Networking, consulting and being an advocate, including referring pupils to specialist services if required to support their specific needs, e.g. young people with SEND.

About you:

The successful person must be passionate about providing guidance to pupils, hold a Level 6 qualification, or have significant experience in careers guidance and be willing to work towards becoming Level 6 qualified. A working knowledge of Careers Education, using Compass Plus and Work Experience processes in school is also desirable.