

EDUCATION TO UNDERSTAND THE WORLD AND CHANGE IT FOR THE BETTER

JOB DESCRIPTION

Post	Careers Leader
Grade	Scale 6
Responsible to	AHT Co-Curriculum
Responsible for	N/A
Working hours	35 hours per week; Term time only.

Everyone at Thomas Tallis works to fulfil our **School Plan**.

Job Description

Ethos

1. Helping to ensure that the aims of the SP are true for every child through the provision of Careers guidance
2. Promoting the best possible careers education and development for students through the development of the Tallis Futures programme
3. Understanding and promoting the characteristics of Tallis education such as Tallis Character and Habits of Mind.

Coordination

4. Advising LG on policy, strategy and resources for CEIAG
5. Lead on the running of year group and bespoke events in school
6. Reporting on CEIAG to senior leaders and governors
7. Reviewing and evaluating CEIAG
8. Preparing and implementing a CEIAG development plan
9. Maintaining the Tallis Futures area of the school website in accordance with statutory duty
10. Ensuring that the Gatsby Benchmarks are met
11. Identifying and securing sources of funding for CEIAG

Leading Learning

12. Planning schemes of work for careers education in partnership with CL Guidance
13. Training and supporting teachers of careers education
14. Supporting tutors in providing initial information and advice
15. Support curriculum teams in embedding CEIAG within subject areas
16. Managing, in partnership, the work of the careers adviser
17. Monitoring access to, and take up of, careers guidance
18. Managing the work of the careers administrator

19. Managing the provision of careers information
20. Liaising with the PSHE leader, and other subject leaders, to plan careers education

Student Support

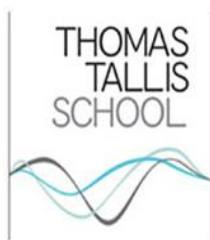
21. Liaising with Heads of Year, SENDCO and Head of Post-16 to identify students needing guidance
22. Referring students to careers advisers
23. Supporting student use of the online careers platform

External Links

24. Establishing, developing and maintaining links with employers
25. Establishing, developing and maintaining links with FE colleges, apprenticeship providers and universities
26. Negotiating a service level agreement with the local authority for support for vulnerable young people
27. Commissioning careers guidance services for the impartial careers guidance of young people at Tallis
28. Managing and maintaining links with the LEP and other external organisations.

Additional Duties

29. To accompany teaching staff and students on trips and out of school activities as required and take responsibility for student groups
30. To contribute to the co-curriculum by offering activities that support student development in CEIAG
31. To attend and participate in relevant meetings as required
32. To undertake professional development as identified in the staff appraisal process
33. Follow school procedures regarding policies and practice; be aware of and comply with the school's Safeguarding Policy to ensure the welfare of children and young people
34. To be personally committed to a philosophy of inclusion and education to change the world for the better
35. To be prepared to undertake First Aid training if required
36. To carry out additional duties, as the Headteacher/SLG may reasonably request from time to time
37. To comply with the school's Health & Safety Policy and to undertake risk assessments as appropriate
38. To work within the school's Equality Policy and ensure the spirit of the school's equal opportunities policy is implemented



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PERSON SPECIFICATION

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	Essential	Desirable
Personal		
1	A good standard of education, including Maths and English GCSE (A-C) grade	Degree level qualification
2	A commitment to your own and others continued professional development and learning.	
3	A commitment to participation.	
4	Excellent oral and written communication skills.	
Previous experience		
5	Of working in a school or similar environment.	
6	Experience of Careers education and guidance	
7	Experience of using a range of ICT and new technologies.	
8	Experience and knowledge of external agencies to support Careers education	
Knowledge, skills and attributes		
9	The ability to lead and work as part of a team.	
10	Ability to work under pressure and deal with conflicting demands.	
11	A commitment to inclusion.	
12	Excellent interpersonal skills and the ability to liaise with parents, carers, teachers and external agencies.	
13	Effective behaviour management skills and experience of using restorative approaches.	
14	A commitment to safeguarding for all young people.	
Specific to this post		
15	Familiarity with the Gatsby Benchmarks and other statutory guidance for schools	

We do not always expect applicants to have experience of all of the above. Knowledge of and enthusiasm for what we seek, however, is essential