



Careers and Aspirations Leader

Grade	Grade 7
Salary	£30,024 to £33,699 (points 15-22)
Hours	37 hrs per week / term time only plus one week in the summer holidays. There is the potential for flexibility in when the hours are worked.
Qualifications	• 5 GCSE's grade 4 and above including English and Maths • It would be desirable for applicants to have one of the following level 6/7 qualifications: ○ Qualification in Career Development (QCD) ○ Qualification in Careers Guidance (QCG) ○ Diploma in Career Guidance ○ Diploma in Career Guidance and development ○ Higher apprenticeship: Career development Professional
Reports to	Assistant Headteacher (Personal Development and Welfare)
Liaison with	Heads of Faculty/Subject, Heads of Year, Teachers of PSHE, Form Tutors, parents, pupils and Community Liaison officer, Pupil Premium lead, SENDCO and all relevant outside agencies.
Job Purpose	To provide support for Careers, Information, Advice and Guidance within the school that promotes ambition and best outcomes for all students. To raise the profile of CEIAG with parents and carers and within the Sir Graham Balfour community through effective communication to raise the aspirations of all students.
Duties	• To deliver and monitor a programme of 1:1 careers interviews for students in Years 9 – 13 with follow up and action planning incorporated. • To attend relevant parent information evenings for Years 9- 13. • To organise and lead visits to further and higher educational establishments, careers events and workplace/ employer experiences. • To lead the organisation of work experience for Years 10 and 12

	• To utilise the various software packages available to pupils, facilities for the construction of CVs, supporting/application letters, career matching programs and occupational databases, etc. and support students with sessions in how to use these effectively (UNIFROG) • Under the direction of the SENDCo, to support career provision for SEND students and their transition to post-16 education or training. • To provide CPD for teaching staff on the provision of effective careers advice. • To work collaboratively with the Pupil Premium lead to ensure high aspirations for our Pupil Premium students and smooth transition to appropriate post-16 education or training. • To ensure the efficient collection and monitoring of post-16 destinations and retention data. • To lead the organisation of our careers PSHE day and careers fair. • To ensure that all students in the school have the required number of meaningful encounters with employers. • To contribute to assemblies and workshops where appropriate. • Other duties as may be appropriate to achieve the objectives of the CEIAG plan and student Balfour Journey. • To be present in school on GCSE and A level exams results days to offer careers advice and guidance to students. • To lead on all elements of a whole school initiative. *1
General	• To participate in the performance appraisal review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • Promote and safeguard the welfare of children and young persons at Sir Graham Balfour School. • Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and GDPR. • Participate in any relevant training, performance development or learning activities as required The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Person Specification

Careers and Aspirations Leader

Essential Criteria	Measured By
Experience • Experience working in a school or school related environment. • Experience of working collaboratively with other agencies/ businesses/ partners	AF/I
Qualifications/Training: • Competent with numerical and written data	AF
Desirable Criteria	Measured by
Experience • Experience working in a school or school related environment • Experience of providing careers advice • Experience of planning events	AF/I
Qualifications/Training: • Educated to level 3 (NVQ/A level/ BTEC or other experience of working at that level) • Applicants should have one of the following level 6/7 qualifications or be willing to work towards achieving one: ○ Qualification in Career Development (QCD) ○ Qualification in Careers Guidance (QCG) ○ Diploma in Career Guidance ○ Diploma in Career Guidance and development ○ Higher apprenticeship: Career development Professional	AF
Knowledge/Skills • Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to plan and develop systems. • Ability to relate well to children and to adults. • Good organising, planning and prioritising skills. • Ability to produce data to agreed content and format. • Excellent communication skills. • Knowledge of school accountability measures. • Knowledge of Excel and Microsoft Office applications • A good understanding of the possible needs presented by students who may be identified as SEND or Pupil Premium. • An understanding of the barriers faced by students identified as being at risk of NEET.	AF/I

Behavioural Attributes • Builds personal relationships with stakeholders, through regular contact and consultation. • Understands the school's development plan and how it relates to individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seeks opportunities to increase knowledge and understanding relevant to the post. • Able to remain calm under pressure and manage conflicting demands. • Reliable, methodical, organised and able to work efficiently and innovatively. • An attention to detail to complete tasks and process accurately and completely. • A commitment to raising attainment and achievement within the school. • Ability to work collaboratively with all stake holders • Committed to needs of the students • Demonstrates a "can do "attitude including participating, offering solutions and encouraging others to work towards achieving expectations. • Is adaptable to change and embraces/ welcomes purposeful change.	AF/I
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*1 – this area of whole school responsibility will be decided after the appointment and be linked to an area of existing strength or knowledge for the successful candidate. Please contact the Headteacher if you have any questions about this.