

Careers Leader

The role:

Proactive, reliable and friendly you will be able to ignite career aspirations in young people. You will be responsible for the school's careers programme, arranging and implementing careers support for our students in Years 7 to 13.

You will be someone who can liaise with external partners, such as employers, learning providers, apprenticeship pathways as well as ensure that the various elements of the school's careers provision are coordinated and managed through a stable and embedded programme.

The ideal candidate will have:

- An understanding of running a careers programme in schools whether as a Leader, Advisor or other relevant activity.
- appropriately qualified in Independent Advice and Guidance and work related careers. Level 6 Diploma in Careers Guidance or equivalent or working towards this qualification
- an interest in working with and developing young people aged 11–18 in readiness for the working world with strong inter-personal skills
- the ability to form good working relationships with colleagues and the wider organisation and can relate appropriately to young people, promoting positive attitudes to achieve the best possible outcomes for individual and groups of students

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • IAG and work related careers learning • Gatsby Standards • Statutory and advisory requirements relating to careers education • Good understanding of how children learn and develop 	<ul style="list-style-type: none"> • UCAS • T Levels
Skills	<ul style="list-style-type: none"> • Effective use of ICT office applications including excel • High level of organisational skills • Empathise with a range of different students • Ability to provide advice and guidance from Oxbridge to functional skills / entry level qualifications • Ability to self evaluate learning needs and actively seek opportunities 	
Experience	<ul style="list-style-type: none"> • Working with young people • Organising large trips • Organising large events e.g. careers fairs / interview days • Working with SEND • Working in Partnership with outside agencies 	<ul style="list-style-type: none"> • Working within careers sector • Creating learning resources • Delivering talks to large groups of people

	<ul style="list-style-type: none"> • Organisation work placements / work experience 	
Attitude / Approach	<ul style="list-style-type: none"> • Work independently and as part of a team • Able to build relationships • Excellent communication skills both oral and written • Reliable • Discreet and able to deal with confidential information • Show initiative • Problem solver • Enthusiastic • Hardworking , reliable role model • Attention to detail • Able to work to deadline • Reflective and thoughtful evaluate events • Flexible hours to support school events e.g parents evenings 	<ul style="list-style-type: none"> • Flexible and creative in management of events
Qualifications	<ul style="list-style-type: none"> • Driving Licence 	<ul style="list-style-type: none"> • Relevant Careers Qualification (must complete the qualification in post if not already achieved) • Minibus licence
Safeguarding	<ul style="list-style-type: none"> • Health and Safety risk assessments • Commitment to the protection and Safeguarding Children in schools • Enhanced DBS 	