

Post: Careers Leader

Effective from: 1st September 2018

Hours: Part-time (22 ½ hours per week, flexible allocation within the school day)

Responsible to: Deputy Head – Curriculum. The arrangement is a monthly line-management meeting, with additional contact as necessary.

Specific duties:

Note: These are based on the CEC's 4 areas (p6-7 Understanding the role of the Careers Leader) where NTS has adopted Model 1 as the principle for organising the current CEIAG programme

1. Be responsible and accountable for the planning, implementation and quality assurance of the school's programme of career advice and guidance. This is specific to the CEIAG delivered within curriculum lessons and assemblies.
2. Manage the delivery of career guidance through the well-established 1:1 CEIAG sessions that provide pupils and students with a realistic and achievable next destinations career pathway, especially for cohorts in Years 9, 11 and 13.
3. Create and maintain 'careers records', including expected EET and expected destinations information.
4. Liaise with key Pastoral colleagues in order to maximise the effectiveness of 1:1 CEIAG sessions, with the annual goal of achieving zero 'NEET' for school leavers.
5. Liaise with external agencies (such as Inspira) to ensure that NTS meets all local and national obligations as laid out in the Service Level Agreement.
6. Liaise with key Pastoral colleagues to provide CEIAG for vulnerable pupils, such as those with long-term absence issues. This may involve home visits, but wherever possible, meetings should be held at school.
7. Develop, manage and maintain 'careers resources' that are available (as appropriate) in hard copy, in public displays, or electronically (currently in Moodle).
8. Be available to provide CEIAG to parents and pupils on Parents' Evenings, Information Evenings and on Exam Results Days.
9. Organise, manage and quality assure Work-Ready Day for Year 10.
10. Ensure that CEIAG at NTS achieves, and then continues to meet, the standards required by the Gatsby Benchmarks.
11. Support the school's work as part of the Cumbria Careers Hub (subject to the success of the current Cumbria LEP bid).

Signed: DHT – Curriculum:

Careers Leader:

Date: May 16th 2018