



Ripon Grammar School

Job Description

Head of Careers

Key Aspects of Role:

The Head of Careers has overall responsibility for the development, implementation, monitoring and evaluation of the careers programme throughout the school, including line management of part time Enterprise, Events and Work Experience Coordinator.

Reports To:

Assistant Head [Head of Sixth Form]

Terms and Conditions:

30 hpw + 5 Training Days

NYCC Grade I [points 23-26]

Professional Attributes and Qualifications:

- Up to date knowledge of careers theory and the requirements for careers education, information, advice and guidance in schools, alongside knowledge of current post 16 and post 18 options, and the careers and labour market.
- Up to date knowledge of careers resources for schools, and of enterprise education
- Experience in strategic planning
- Experience of engaging and motivating young people
- Experience in interviewing, and the delivery of advice and guidance
- Experience in planning and delivering a careers education programme, both within the timetable and through off-timetable and enrichment events
- Experience in delivering presentations and/or training for groups
- Skilled in monitoring and evaluation techniques

Qualifications / training

- Good honours degree
- Level 6 or 7 qualification in Careers Guidance

Skills /aptitudes

- Ability to communicate with staff at all levels within the school, alongside parents and Governors
- Ability to network and build relationships with businesses and other external organisations
- Ability to work flexibly on own initiative and attend evening and off-site events
- Excellent presentation skills

- Strategic planning skills
- Have a wide range of interviewing and negotiation skills
- Strong information and IT skills (including excel / databases)
- Professional understanding of regulations on confidentiality and data protection

Specific Responsibilities and Duties:

- To oversee Careers provision within school
 - Produce a coherent programme of careers provision for Key Stages 3-5.
 - Contribute to the PSHCEe programme at key stage 3 to include development of skills and qualities awareness, subject choices, use of labour market information, digital awareness and familiarisation with careers software and resources, together with an understanding of possible pathways post-16 through encounters with alternative providers.
 - Contribute to the key stage 4 pastoral programme through delivering careers tutorials, developing career management skills and extending the use of careers resources to enhance career exploration, use of LMI and preparation in relation to opportunities for employment and further study through encounters with providers of technical education or apprenticeships.
 - Contribute to the Sixth Form programme through the delivery of tutorials in career planning, preparation and writing of CV and letters of application, job hunting, alternative pathways, study abroad etc.
 - Organise appropriate 'off-timetable' activities and enrichment events involving external participants e.g. careers evenings, careers activity days, Careers Club, practice interviews, MMI's, apprenticeship fairs, study abroad roadshows etc.
 - To keep abreast with national and local developments in CEIAG and seek out examples of good practice
 - Ensure that the 8 Gatsby benchmarks are observed and attained.
- To oversee Careers Guidance within school
 - Arrange and conduct one to one guidance interviews across all key stages as appropriate and particularly relating to post 16 and post 18 choices, so that students:
 - Understand themselves and better develop their capabilities
 - Investigate career paths and opportunities
 - Are aware and make choices about their continuing education, training and career options
 - Draw up and agree careers action plans with individual students
 - Work collaboratively with colleagues in relation to students needing to adjust their plans, raising aspirations and providing encouragement for students lacking focus and additional support for vulnerable students and those with special needs
 - Participate in appropriate Parents' Evenings and Information Evenings
 - Arrange and monitor the provision of impartial and independent careers guidance to students in Year 11
- To coordinate Careers Events within and outside of school
 - To work in conjunction with the Enterprise, Events and Work Experience Coordinator to organise appropriate 'off-timetable' activities and enrichment events involving external participants e.g. careers evenings, careers activity days, Careers Club, apprenticeship fairs etc.

- To have line responsibility for the provision of work experience in Key Stages 4 and 5
- To have line responsibility for the development of enterprise skills within school and the engagement of students and staff in enterprise activities
- To have line responsibility for ongoing use and integration of the 'Start' careers platform within the school, for both student and staff use.

- Liaison / Communication
 - Raise awareness amongst staff, governors, students and parents of the importance of well-informed career planning for students across all key stages.
 - Encourage involvement of parents and governors in the careers programme and ensure that they are kept informed of careers activities through newsletter and website articles, correspondence, presentations etc.
 - Work closely with the work-related learning/ enterprise/ engineering and PSHCE co-ordinators.
 - Liaise with SLT, Heads of School and Form Tutors to provide support for teaching staff and to embed careers within the curriculum
 - Build and maintain links with external organisations e.g. HE and FE providers, businesses, voluntary organisations etc.
 - Build and maintain links with other careers professionals nationally and locally e.g. attendance at local practitioners' meetings, membership of national organisations etc.
 - Liaise with outside agencies to support careers work in school e.g. NYBEP, Enterprise Adviser, CEC, LEP etc

- Management of Department
 - Manage Careers Department budget
 - Commission support from external sources as required and access sources of funding
 - Produce an annual Careers Department Development Plan for discussion and review with senior management
 - Review and update the Careers Policy Document setting out the vision, aims and objectives of the department
 - Review and renew the Quality Standard in CEIAG
 - Lead as appropriate whole school projects and cross curricular work relating to careers development and the Gatsby benchmarks
 - Line manage the work undertaken by the Enterprise, Events and Work Experience Coordinator, ensuring the provision of work experience for all students in Key Stages 4 and 5 and the development of enterprise skills through activities both within and outside of school
 - Work flexibly in partnership with the Enterprise, Events and Work Experience Coordinator to ensure that students needs are met and targets are achieved
 - Develop and maintain the relevant sections of the Careers Department website
 - Organise the Careers Library and on-line resources ensuring that there are up to date and appropriate materials and publications
 - Complete Compass returns at 3 monthly intervals
 - Ensure that destinations data is submitted to NYCC at three different points within the year, in respect of Year 11 cohort.