



JOB DESCRIPTION

Job Title:	Careers Education Lead
Responsible to:	Director of Education (Secondary)
Direct Supervisory Responsibility for:	Careers Advisor
Important Functional Relationships: Internal/External:	TPAT staff, Headteachers, Teachers, Support Staff, Pupils, Students, External Professional Bodies & Visitors

Main Purpose of the Job:

- To work with Trust schools to raise standards of careers education, information, advice and guidance and improve outcomes for pupils and in particular, those who are disadvantaged.
- To contribute to the development of Trust education strategy for curriculum, ensuring that careers education is coherently included in curriculum plans and delivery. To lead the implementation of this strategy within Trust schools.
- To contribute to the development and implementation of high quality and robust procedures for quality assurance and monitoring of school standards and performance with respect to Careers Education, Information, Advice and Guidance, ensuring Trust schools achieve the Gatsby Benchmarks and are compliant with their duties to provide effective Careers Education.

Main Duties and Responsibilities:

- To contribute to the development of Trust strategy for CEIAG. To ensure this strategy is consistently and effectively implemented in Trust schools by providing expertise and capacity to lead its implementation.
- To support and challenge schools in order to raise standards of education and outcomes through effective CEIAG and enable the school to meet National requirements and Trust goals for CEIAG.
- To work collaboratively with the Director of Education, school leadership teams and Trust school improvement team to deliver high quality school improvement support in relation to;
 - a. Careers education within the curriculum
 - b. Independent advice and guidance for pupils
 - c. Monitoring and evaluation of standards of CEIAG
 - d. School improvement programmes to improve CEIAG
 - e. Outcomes and school performance, in particular pupil destinations at key transition stages
 - f. Achievement of national benchmarks (including Gatsby) for CEIAG
- To provide expertise and support to deliver effective CEIAG, in line with national and Trust policies and guidelines. To report regularly and accurately on progress and impact of programmes and take action on behalf of the Trust to maintain or improve standards where necessary.
- To provide support and advice to school leaders, and teachers to secure improvement in standards of CEIAG.

- To ensure all Trust secondary schools offer a planned programme of opportunities to broaden aspiration and knowledge of careers. To provide training and share and distribute strength and best practice within CEIAG provision with all schools within the Trust.
- To provide advice and support to schools to prepare for, and manage external inspections, including Ofsted. To ensure that all schools within the Trust maintain, or move rapidly towards at least 'Good' standards of Careers provision, as defined by the Ofsted Education Framework.
- Using Trust, school and relevant comparative data, to ensure that school CEIAG programmes are evaluated. To design and implement development plans which set ambitious and achievable goals for improvement in line with Trust targets. To provide expert support to schools to achieve these goals in CEIAG through a planned programme of school improvement.
- Through Trust systems for monitoring and quality assurance, contribute to the identification of school improvement priorities. To provide effective and targeted support to schools to ensure rapid and sustained improvement where there is potential for or actual cause for concern.
- To provide support for the continuing professional development of leaders and teachers through advice, mentoring, coaching and by leading targeted training events in CEIAG. Where appropriate, deliver targeted coaching and support programmes for teachers and leaders in line with Trust systems.
- To ensure that monitoring and school support activities appropriately prioritise the needs and achievement of vulnerable groups of pupils including those eligible for FSM, those with SEND and CiC in order to promote and achieve the Trust's vision of equitable education and inclusion.
- To undertake school visits within an agreed time allocation and in line with a programme which reflects school, Trust and national priorities for improvement.
- To lead innovation and development of Trust CEIAG strategy by keeping updated on national best practice and using this knowledge to develop strategy and the expertise of school leaders and teachers.
- To line manage and ensure effective deployment of Trust Careers Advisors.
- To liaise with national CEIAG networks, keeping own knowledge updated and sharing innovation and best practice with Trust colleagues.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of Trust organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



PERSON SPECIFICATION – Careers Education Lead

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Degree level education. Qualified teacher.	Post graduate qualification in education. Recent completion of NPQSL/H.	Application Certificates
Skills and Experience	At least 3 years recent successful experience as a senior leader. Leadership of Careers education, information, advice and guidance. Experience of leading curriculum programmes as a Curriculum lead. Highly effective teacher with track record of securing positive outcomes for pupils. Substantial knowledge of curriculum requirements including NC and Gatsby Benchmarks.	Senior leadership experience in more than one school. Experience of leading and managing curriculum. Experience of KS5 provision/teaching and/or leadership. Experience of leading teacher training to raise standards of pedagogy/assessment/curriculum.	Application Interview Assessment
Specialist Knowledge and Skills	Up to date knowledge and understanding of school QA/monitoring and evaluation systems and self-evaluation. Substantial knowledge of current national developments in education including knowledge of Ofsted framework. Expertise in use of MIS/ school performance evaluation software to enable accurate monitoring and evaluation of standards.	Experience of line management of teachers and support staff.	Application Interview Assessment

	Knowledge in use of Compass+ and destinations data to evaluate effectiveness of careers provision.		
Behaviours and Values	Team player Committed to collaborative school improvement Excellent communication skills including through use of IT Able to manage challenging conversations Well organised and reliable Innovative and creative Committed to inclusion and equality		Application Interview Assessment

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