# Job description

Frances Bardsley Academy for Girls are part of the LIFE Education Trust, a group of schools that work together and have the same mission, to build great learning communities where children flourish.

We are looking for brilliant people to join the Frances Bardsley Academy and LIFE Education Trust who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

| **Job Title** | **Careers Manager** |
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| **Grade** | Scale 5.12 to 5.15 |
| **Contract** | Permanent |
| **Hours** | Term Time + 2 (40 weeks per year) at 36 hrs per week, (as 84.96% FTE) |
| **Reports to** | Head of 6th Form, Headteacher & Executive Headteacher |
| **Job Purpose** | |
| | To manage the provision of work related and careers education in line with the National Curriculum and Whole School policies. |
| **Duties & Responsibilities** | |
| | **Career Education and Guidance**<br>• **Compliance:** To ensure the academy remains well-informed by and compliant with statutory guidance and recommended best practise for Careers Guidance and work experience (including the Compass+ platform, the National Careers Service and compliance with the Gatsby Benchmarks).<br>• **Vision and Strategy:** To work with the Senior leadership team to write and implement an annual careers development plan that reflects the school priorities.<br>• **Independent Advice:** To provide independent careers advice and guidance to all students in the school from Year 7-13 including a programme of individual interviews Work in partnership with Pastoral Teams to identify students at risk of becoming NEET and support them to their next education provider(s).<br>• **Curriculum:** To be responsible for Careers Education, in co-operation with key colleagues including the review, evaluation, and development of the curriculum to meet the Work Related and Careers objectives.<br>• **Staff Development:** To lead Careers related CPD to staff and offer support to teachers on how to support students<br>• **Communication:** To inform the governors, senior leadership and teaching staff of the latest careers information.<br>• **KS4 Options and Transition:** To provide both advice and support for the Year 9 Options process.<br>• **KS5 Transition:** To ensure all students are fully aware of their options post 16 and post 18 and beyond and support them in making informed, appropriate choices and applications.<br>• **Post-exam support:** To support with exam results season (GCSE and A Level results) and provide support for students with next steps.<br>• **Assemblies:** To contribute and help deliver assemblies and form time sessions |

## Career Events

- **Events at FBA**: To lead key events such as Careers Fair, 18+ week, Personal Development Days.
- **Visits:** To be responsible for organising careers related visits and group talks from FE Colleges and employers.
- **Conferences:** To be responsible for organising conferences and courses for students/staff as appropriate.
- **External recruitment:** To support the Sixth Form team by attending borough events and other schools to help recruit students.
- **Interviews:** To organise mock interviews with external and local businesses.

## Work Experience and Work Experience Activities

- **KS3:** To ensure the requirements of Key Stage 3 Work Experience is met by coordinating careers related trips, activities and workshops for students including coordinating the Year 9 Take Your Daughter to Work Day.
- **KS4 & KS5:** To support and co-ordinate extended work experience programmes in Key Stages 4 and 5 (Year 10 and Year 12).

## Data Tracking

- **Destinations:** To be responsible for tracking Year 11 and Year 13 destinations and providing information to SLT regarding NEET and post-16 and 18 destinations.
- **Participation:** To track the participation in work experience and work experience activities.

## Student Applications

- **References:** To complete references to post 16 providers for year 11 students
- **UCAS:** To work with the Sixth Form team to co-lead on UCAS destinations and clearing procedures.

## Careers Status, Resources and Displays

- **Resources:** To have overall responsibility for the general running of the Careers Resource Centre including Sixth Form and day to day administration and updating of resources for Careers.
- **Guidance:** To have overall responsibility for updating material and keeping both staff, students and parents informed of developments.
- **Online programmes:** To organise the use of computer software and audio-visual aids for students; identifying through forward planning the appropriate resource needs of the Careers Area and to maximise their effectiveness.
- **Publicity and website**: to ensure the website includes up to date and useful information for all stakeholders kept up to date.
- **Communication:** To communicate weekly with all stakeholders via the school bulletins and newsletter. To create and co-ordinate the termly / half termly carer newsletter.

## Administration

- To update policies in related to Careers when required.
- To create an annual careers report to share with SLT and the governors.
- To complete Compass+ termly.
- To lead on the administration of Unifrog across the school with regards to work experience and all other careers related features.
- To help co-ordinate and support with the alumni programme.

| General | |
|---|---|
| | • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.<br>• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.<br>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.<br><br>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. |

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description:

Signed: _____(Careers Manager) Date: _____