

Head of Careers - Job Description

Purpose of Job

No job description can fully embrace the entire range of duties, activities and opportunities that exist in any school. The key responsibilities, as set out below, do not therefore form an exhaustive list but cover the principal areas for the Head of Careers. A specific careers qualification such as the L6 (CIAG) Qualified Careers Adviser is welcomed but not essential.

The Cranleigh Futures department at Cranleigh School embraces careers and applications for future study. The Head of Careers works closely with the Head of UCAS to ensure that Cranleigh students get the best possible, expert and independent advice to enable them to make decisions about their future.

The purpose of this role is to design, implement and evaluate the whole-school Careers and Employability Strategy. The Head of Careers will be responsible and accountable for the delivery of the school's programme of career education, information, advice and guidance, using the Compass evaluation tool to make sure that Cranleigh meets the 8 Gatsby Benchmarks (by the end of 2025 and beyond).

<https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

The Head of Careers reports to the Deputy Head Academic and is expected to operate effectively in two broad areas, enabling them to contribute to and support the shared strategic vision for the school.

- 1. Leadership and Management**
- 2. Careers Advice**

With respect to *leadership and management*, the Head of Careers should:

- Ensure the Careers Department is a welcoming and accessible place for all students and holds accurate and up-to-date information.
- Oversee the planning and delivery of a careers and guidance programme for students of all ages which ensures they are aspirational, informed, open-minded and enthusiastic about the opportunities ahead of them.
- Coordinate and oversee all Careers Department events, e.g. Gap Fair, Careers Convention, lectures, seminars etc, as well as encounters with employers and work experience/internships.

- Understand the implications of a changing education landscape for career guidance, leading a team of teachers, administrators, external partners and others who deliver career guidance.
- Report to and advise the Senior Leadership Team on policy, strategy and resources for career guidance, showing how they meet the Gatsby Benchmarks.
- Review and evaluate career guidance and provide information for school development planning, inspection and other purposes, ensuring that details of the careers programme are published on the school's website.
- Ensure compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to students in schools, including the publication of the policy statement of provider access on their website.
- Coordinate and evaluate appropriate careers profiling services for students
- Liaise with the Deputy Head Academic and the Head of University Admissions regarding communications and publicity for A Level choices, Higher Education and employment
- Work closely with the Head of PSHE to ensure that the Careers and PSHE programmes complement each other.
- Manage the work of others e.g. administrative and other staff involved in the delivery of career guidance.
- Manage the careers budget as appropriate.
- Manage their own CPD and support the ongoing CPD of colleagues in the careers team.
- Manage the provision of career and labour market information.
- Coordinate encounters with employers and work experience/internships
- Provide specific training on writing CVs, applying for posts and interview skills.

With respect to the *Careers Advice*, the Head of Careers should

- Coordinate an efficient system of impartial and appropriate 1:1 or small group careers advice and guidance and draw up action plans for students, prioritising the following stages:
 - Years 10 and 11 to discuss developing careers plans and enable students to make informed post-16 decisions (at present the School uses Morrisby and this will require evaluation during the 2024-25 academic year)
 - Year 12 to discuss post-18 options (including university / apprenticeships) based on evolving career plans
 - Year 13 for individual support such as mock-interviews or an opportunity to discuss changes to post-18 plans.
 - Identify and prioritise students who are likely to need more support with post 16 or 18 options.
- Work closely with the Head of University Admissions, including advising on university visit days, UCAS days etc. This may include apprenticeships, internships, art foundations courses and advice on gap years
- Liaise with academic and pastoral staff to identify students needing guidance.
- Coordinate and develop the Old Cranleighan Mentor Scheme to effectively connect current students to alumni for careers guidance and work experience opportunities with all necessary safeguarding measures in place.

- Be available on results day to provide advice for students in consultation with the Head of University Admissions
- Maintain a database of the advice and experiences students have received throughout the school.
- Ensure students' choices are appropriate and ambitious and that they are aware of the pathway choices that best suit their needs.
- Actively engage with students and parents in order that they are informed and aware of career pathways.

Person Specification

Qualifications/experience

It is desirable, but not essential, that the Head of Careers should

- hold a good honours degree in any subject
- hold, or be working towards the L6 award in Careers Leadership (or similar)
- have experience of designing and delivering a careers programme and guidance to
- students aged 14-18
- have experience of providing advice and guidance to young people
- have experience of leading training or teaching groups of young people
- have knowledge of and understand the government's statutory guidance for schools and colleges on providing careers guidance
- have a thorough knowledge of the Gatsby benchmarks (and how to meet them) and ideally be familiar with the Career Development Institute's Career Development Framework
- understand the importance of pastoral care, along with safeguarding and child protection issues

Skills and Abilities

The successful candidate should

- have strong communication and interpersonal skills
- have the ability to solve problems and make decisions, collaborating as necessary
- a high level of written and spoken English
- have strong IT skills, alongside with strong organisational and administrative skills
- the ability to create and maintain strong, supportive and collaborative relationships with staff, parents/guardians and students
- be able to plan their time effectively

Personal/professional qualities

The successful candidate should:

- have a clear commitment to the school's strategic vision and its ethos
- have a clear commitment to our students and their learning, wellbeing and safety, maintaining maintain high expectations of our students at all times
- demonstrate a willingness to be fully involved in school life, collaborating with all the stakeholders

- have the ability to write reports, keep accurate records, communicate effectively, deliver messages with sensitivity whilst recognising the need to sometimes deliver an less welcome message
- be aspirational and empathetic, with a genuine belief in the potential of every student
- be resilient, determined and whilst knowing when to be pragmatic
- be flexible and resourceful
- demonstrate innovation and creative thinking, alongside a commitment to continuing professional development

Data Protection

The Head of Careers should take responsibility for raising data protection awareness and ensuring a compliant data protection approach is adopted by all team members, across all operational processes, in line with the School's Data Protection, Information Security and IT Acceptable Use policies.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.