

## **Careers Lead and Advisor**

**WORKING CONDITIONS:** 37 hours a week (Mon-Thurs: 8:30am – 4:30pm; Friday: 8:30am – 4:00pm), term time plus two weeks (these two weeks would have to be the Exam Results fortnight, currently the last two weeks in August, to support the university and sixth form enrolment processes).

**GRADE:** H7/H8 on the Hertfordshire support staff pay range (FTE: £32,061 - £37,280) (pro-rata including fringe: £29,079-£33,664)

**RESPONSIBLE TO:** Deputy Head Teacher

### **JOB PURPOSE**

To develop and enhance the school's careers programmes in all year groups, mindful of the ability profile of individual students and ensuring that their experience of careers advice and guidance successfully leads them on to their chosen 'next step' when they leave St Mary's. To support staff and parents/carers understanding the careers programme through training and communication.

### **JOB DESCRIPTION**

#### **Personal and Professional Standards:**

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.

All staff are to:

- support the aims and ethos of the school
- have regard to the Church of England character of the school and not to do anything in any way contrary to the interest of its foundation
- set a good example in professional dress and appearance, punctuality and attendance
- take responsibility for personal development and training as a consequence of the performance review cycle
- attend team and staff meetings as appropriate, contributing actively whenever possible
- provide a courteous, prompt and polite service to all members of the school community, including parents/carers, students, all staff, contractors and suppliers and other visitors
- actively contribute to the school's mission statement by forming positive relationships within the school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher

#### **Main scope of responsibility:**

- To provide an inspiring and best practice careers service throughout the school that complies with or exceeds each of the Gatsby benchmarks
- To map provision in school to the Career Development Institute (CDI) framework and ensure we meet its requirements
- To provide engaging and interactive careers advice, guidance and support on subject options and post-school choices, including Higher Education planning and work related learning
- To develop, implement and review a strategic plan which guides the policies, plans, targets and practices of the Careers Service in school.

### **Principal duties and responsibilities:**

The role may encompass all the following duties. The exact duties and responsibilities and balance of workload will be determined in discussion with the post holder's line manager.

For all students:

- Lead and manage Careers Education in Years 7-13
- Lead and manage university, higher/degree apprenticeships awareness in Years 7-13
- Advise students on work experience opportunities and assist students in work experience placements and administer the required paperwork
- Contribute to the tutorial programme in consultation with the relevant Year Lead
- Attend parent/carers events and actively promote careers in school acts of worship and at information events and open mornings
- Maintain and coordinate careers sessions for Years 10 and 11
- Manage careers profiling software for students
- Manage the school's use of Unifrog
- Interview each Y10 and Y11 student (a 'careers advice' or 'personal advisor interview') before Post 16 choices are required
- Innovative and dynamic contributions to the PSHE programme throughout the school
- Organize annual careers events such as the Careers Fair, University Fairs, Careers Week, University Day, UCAS application day and apprenticeship talks, appropriate to the year group
- Monitoring, recording and communicating leave destination information to relevant members of the school community

### **At KS5:**

- Producing careers information through hard copy literature, e-communications and displays
- Providing options guidance, preparation and support for university/course selection, apprenticeships and other pathways (eg., online interviews, video applications)
- Providing guidance, preparation and support to students on completing application forms, interview technique and presentation skills
- Arrange that all students have access to careers testing and ensure each has an individual careers interview
- Support the university applications process (including UCAS, Oxbridge and medical applications)

### **Beyond St Mary's:**

- Suggesting, developing and maintaining effective partnerships with local, national and international businesses
- Developing a network of specialist partners to provide guidance on specific careers

- Attendance at national and international level professional development opportunities, including conferences organized by universities, UCAS, International ACAC and/or CIS
- Liaison with external careers services.
- To assist students with university placement if difficulties arise upon presentation of public examination results
- Working closely with the former students (Alumni) community, to include career lunches and briefings, networking opportunities at university and in the workplace, video conferencing and podcasting, and support with work experience placements
- Keeping abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions
- Maintain annual membership (through the school) of the CDI

#### **Parents/Carers:**

- Provide collective and individual guidance to parents/carers at key transition points in St Mary's as appropriate
- Organized and present information to parents/carers on the careers and university programme UCAS applications and Student Finance

#### **Management:**

- Manage the those involved in the delivery of any careers advice, the budget and Learning Resource Centre resources
- Any other duty which may be reasonably requested by the line manager

Dec 2025