



Job Title	Careers Administrator
Salary	Grade 5
Contract	Part-time (10 hours per week with scope for flexible working), term time only

Job Purpose

To ensure all students receive excellent and impartial Careers Education, Information, Advice and Guidance (CEIAG) in preparation for a variety of education, apprenticeship or work opportunities.

Line Management

Responsible to: Assistant Headteacher, Outcomes

Liaison with: Curriculum Leaders, Year Leaders, teachers, outside agencies, Admin Team, parents, Local Advisors

This job description may be subject to review, after consultation, at the request of the Headteacher.

Date of Publication June 2022

Main Duties & Responsibilities	
Job Purpose	<ul style="list-style-type: none"> • To ensure all students receive excellent and impartial CEIAG in preparation for a variety of education, apprenticeship or work opportunities. • To deliver impartial CEIAG guidance interview opportunities for students. • Work with the school's Enterprise Advisor to create opportunities for students. • Work with other Careers providers e.g. Adviza, EBP, BEEP, Activate, LAB etc. to ensure opportunities are accessed. • To empower other staff around the school to support the CEIAG agenda and to signpost students to appropriate, professional sources of IAG. • To build relationships with local employers and further education providers. • To engage parents and carers in their child's progression to further study, work or apprenticeships at key transition points. • To work with students to secure work experience & apprenticeship opportunities.
Job Accountabilities	<ul style="list-style-type: none"> • Lead on school careers provision ensuring Gatsby Benchmarks and Baker Clause are achieved. • Use the COMPASS tool to regularly accurately assess Gatsby compliance. • Provide Careers lessons resources and materials. • Create a timeline map of careers provision to demonstrate Gatsby compliance. • Ensure destination records are accurate and up to date annually. • Maintain a database of historic Year 11 and 13 destinations. • Collaborate with the Personal Development Lead, Heads of Year and tutors regarding the delivery of a programme of careers education in tutor time. • Organise guidance interviews with students (Focus on Years 11, 13 and PP students at KS4 & 5). • Maintain the careers section of the school website, ensuring compliance is met. • Regularly review and evaluate the careers and guidance policies, make recommendations for improvements; working with SLT link and the careers Local Advisor to improve, implement and manage effective strategies in order to secure good outcomes for each of the suggested Gatsby Benchmarks. • Support teaching staff through directed CPD so they can plan and implement careers in the curriculum to support the careers strategy and promote high expectations and aspirations for all students and year groups; and adhere to current Department of Education Guidelines and Gatsby's Benchmarks. • Support Heads of Year with year specific CEIAG within their year groups e.g. Year 10, 11 and 12 progression, organisation of work experience (in 10 & 12). • Organise Year 10 mock interviews. • Ensure outside agency attendance at Year 9 and KS4 & 5 parent events to provide CEIAG support to parents/careers. • Oversee informing students about opportunities and helping students with the application process for apprenticeships. • Establish links with universities and apprenticeship providers. • Assess local employer needs and provide information about local employers. • Provide parents with information concerning Careers provision and opportunities as well as Apprenticeship programmes. • Build links and relationships with Emmbrook alumni. • Liaise with Careers Leaders in other schools to share good practice. • Research Unifrog software and potential uses of the platform to create and share timely tasks to guide and inform students and staff.
Other Duties	<ul style="list-style-type: none"> • Perform duties in line with Health and safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager. • Attend all statutory training required to work within a school. • Take part in the school appraisal process. • Be aware of and follow all relevant school policies and protocols. • Participate fully in the life of the school community and to support its ethos. • Such duties and responsibilities may be updated from time to time to reflect any changes to the School.