



Job Description

JOB TITLE	Careers Leader & Advisor
JOB FAMILY	Careers
PHASE	Secondary
REPORTING TO	SLT member for Careers

Job Purpose

The Careers Leader will take lead responsibility and accountability for the planning and delivery of the programme of careers advice and guidance in our Plymouth schools. The post holder will have the confidence and authority to lead colleagues, make decisions, and enact reforms to ensure that our schools work towards meeting the September 2025 Gatsby Benchmarks. They will provide professional career guidance services, including personal guidance interviews, improve pupils' skills, knowledge and understanding for career planning and management.

Requirement: Certificate in Careers Leadership (full L6 Diploma in Careers Guidance and Development Preferred), Career Development Institute Registered Professional.

Duties and Responsibilities

Leadership

- Lead the team of teachers, administrators, external partners and others who coordinate careers guidance across our Plymouth schools
- To conduct and support others to have client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
- To ensure that key stage 3 students have access to meaningful careers activities and that key stage 4 students have a work experience placement with an emphasis on 'beyond friends and family'.
- To promote and support year 12 students to engage in work experience activities and/or placements
- Advise the senior leadership team in our Plymouth schools on policy, strategy and resources for careers guidance and show how they meet the Gatsby Benchmarks from September 2025
- Report to senior leaders and governors in both of our Plymouth schools
- Review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes



- Prepare and implement a careers guidance development plan
- Ensure compliance with the various statutory obligations and legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in our schools
- Ensure that details of the school's careers programme and the provider access policy statement are published on the school's website.
- Complete Compass evaluations
- To be an active member of the South West Equalex group
- To engage in an annual internal leadership review
- The engage in peer-to-peer reviews
- Create and publish a strategy to ensure our schools meet the September 2025 Gatsby benchmarks
- Develop, review and publish the careers policy in line with Trust expectations and deadlines

Management

- Plan the programme of activity in careers guidance and maintain regular communication with the in-school administrators and pastoral team.
- Brief and support teachers and administration colleagues involved in coordinating careers guidance
- Support tutors by providing initial information and advice
- Manage the work of others e.g. careers advisers and other staff involved in the delivery of careers guidance
- Ensure that all stakeholders, including students, are trained in the use of Unifrog
- Manage the careers budget as appropriate
- Take the lead in their own professional development and support the development of colleagues who support the careers provision
- Understand the role of the Careers Leader as defined within the The Careers & Enterprise Company and Gatsby Charitable Foundation Sept 2025
- To organise careers fairs and other relevant activities

Coordination

- Manage the careers section of the school's website, ensuring information is accurate and up to date
- Liaise with the PSHE leader and other curriculum leaders to plan their contribution to careers guidance

Networking

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
- Establish and develop links with employers
- Negotiate service level agreements as appropriate
- Commission careers guidance services where appropriate



- Manage links with external organisations
- Secure funding for careers related projects

Professionalism

- To abide by the relevant legislation, codes of professional practice, e.g. the CDI Code of Ethics and school policies
- To abide by all measures to safeguard young people
- To promote the ethos and aims of our Plymouth schools and Thinking Schools Academy Trust

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based across our Plymouth Schools. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and professional relationships

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of an Careers Leader and Advisor for the South West Schools.

Name:.....

Signed:

Date: