

## **JOB DESCRIPTION**

### **THE HEATHLAND SCHOOL**

#### **CAREERS OFFICER**

**Scale 6 Points 16 – 20**

**£29841.29 - £31655.75**

**MON – FRI, 8.30 AM – 4.30PM**

**Term time + INSET Days + 5 days during August (GCSE and A Level results days)**

### **JOB PURPOSE**

To ensure all students are provided with Impartial Advice and Guidance on careers, further education, Apprenticeships, Degree Apprenticeships, employment, work experience and other opportunities for progression.

### **KEY ACCOUNTABILITIES**

Responsible to the Deputy Head (Sixth Form and Resources)

1. To liaise with local colleges and businesses (Apprenticeships) to provide up to date information on courses, open days, work experience, Apprenticeships, T- levels and Degree Apprenticeships to students
2. To arrange one to one interviews for Year 11 students and selected at risk students in Years 10, 12 and 13
3. To organise an annual Year 9 Careers Day
4. To attend GCSE & A Level results and interview days in August
5. To attend Subject Pathways evenings for Year 12
6. To give advice and guidance to students and parents through assemblies, parent evenings, higher education days
7. To develop a programme of careers provision throughout the school from Year 7 -Year 13
8. To provide advice to Post-16 students after the publication of 'A' Level and GCSE results
9. To follow up Year 11 student destinations when leaving the school and to share destination data information to London Borough of Hounslow
10. Manage and grow the school's Alumni network via LinkedIn
11. To arrange a programme of visits by apprenticeship providers and assist students with their applications
12. To meet with parents upon request of teachers, parents, and students
13. To organise work experience for selected Year 11 ASDAN students with external organisations
14. Manage and work with external relationships; Heathland Alumni's, Unifrog, Apprentago, Innovate, SPARK!, West London Careers Hub, Local Authority and local Colleges
15. Attend Inclusion meetings
16. Attend CEIAG Hounslow Education Partnership meetings
17. To attend sixth form team meetings and assist the Academic Tutor with the planning and delivery of Higher Education Day
18. To manage Unifrog; create accounts for new staff members and students
19. To work closely with the SEND department and students
20. To manage external Careers Advisor: Innovate
21. To follow all safeguarding and GDPR procedures and complete training as required

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• GCSE maths and English</li><li>• Careers Advice and Guidance experience / qualification</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Work in a school/college environment or with young people (desirable)</li><li>• Office administration experience</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Organisational and administrative skills</li><li>• Competent with common IT systems, e.g. Microsoft Office, LinkedIn</li><li>• High standards of communication (verbal and written)</li><li>• Time management and planning</li><li>• Ability to lead and work as a member of a team to achieve agreed objectives</li><li>• Ability to establish and develop strong customer-focused relationships</li><li>• Ability to handle confidential information sensitively, and knowledge of relevant data protection practices</li><li>• Knowledge of the higher education, careers and labour market trends</li><li>• Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks and Baker Clause</li><li>• Awareness and understanding of special educational needs and disability (SEND)</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Strong interpersonal and networking skills</li><li>• Sensitivity and understanding, to help build good relationships with colleagues and pupils</li><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding pupil wellbeing and equality</li><li>• Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people</li></ul>