



JOB DESCRIPTION	
Job Title	Careers Manager
Reporting To	Deputy Headteacher
Line Manager Of	Job Coaches
Responsibilities	Operational Leadership
Pay	Grade 6

Job Purpose
<ul style="list-style-type: none"> • To lead on the development and implementation of Careers Strategy across the 3-19 age range at Abbot's Lea School. • Identify opportunities for students and manage the implementation of projects in conjunction with the school, colleges, employers and families. Opportunities include, but are not limited to, work experience, apprenticeships, supported internships and employment • To lead on the assessment of support offered to students who require support to access employment and pre-employment programmes.

Key Responsibilities
1. To continue the development of the Careers Strategy and to implement and monitor the strategy across the school.
2. Implement, promote and evaluate the Supported Employment "place, train and maintain" model within the school.
3. Work with employers to develop and implement solutions that ensure students work opportunities are sustainable in the long term.
4. Be the community representative of Abbot's Lea School and promote both the school and initiatives to relevant parties.
5. Manage the Intern Coaches who will support our students whilst on placement with employers.
6. Be responsible for collating and reporting on the Careers Strategy, including Supported Internship programme and Gatsby Benchmarks to the Headteacher, Governing Body, Local Authority and DfE.
7. Lead on sourcing and facilitating work experience placements for students within local businesses.

8. Proactively market Supported Employment opportunities to local businesses
9. Ensure our students are prepared for working life through a programme of customer service and employability training, and that their parents and our teams, are aware of and role modelling these standards in order to support.
10. Lead on raising awareness with employers and other stakeholders and provide advice about reasonable adjustments.
11. Monitor the contract with the careers advisory service ensuring all services are delivered are of good quality and relevance to students.
12. Monitor progress of all students on placements, conduct evaluations and provide reports on these.
13. Provide reports and evaluations that comply with the timescales of any external funders.
14. Conduct workplace visits, risk assessments and observations of students on their placement, and provide quality assurance of the observations and reports of the Intern Coaches.
15. Work with FE and HE colleges to support transition of students to colleges once they have selected a programme.
16. Proactively source funding opportunities and contribute to the bidding process to secure funds.
17. Ensure all students reaching the end of their placement have an exit strategy and a clear path to either study or employment.
18. Undertake any other duties requested within the scope and grade of the role.

Safeguarding Responsibilities

1. Adhere to School Safeguarding Policy and ensure the safety of students at all times.
2. Ensure the workplace or placement is a safe environment for students and that any risks are assessed and relevant actions put into place.

Leadership Responsibilities

1. Be an excellent role model to both staff and students and adhere to the ALS Golden Rules at all times.
2. Line manage a team of Intern Coaches and ensure their performance excels and that their skills are continually developed.
3. Member of the Operational Leadership Team.

Professional Standards
National Occupational Standards (NOS) for Supported Employment.

PERSON SPECIFICATION	
Criteria	Essential / Desirable
Qualifications	
Level 2 (or equivalent) in Literacy and Numeracy	Essential
Level 3 qualification in Advice and Guidance, Supported Employment (or equivalent)	Desirable
Willingness to work towards Level 6 Careers Leader qualification	Essential
Skills	
Able to promote and sell new projects to employers, colleges, students and their families	Essential
Ability to manage multiple projects simultaneously and meet deadlines	Essential
Coaching and mentoring of adults or young people	Essential
Experience	
Line management of staff dispersed across multiple locations	Desirable
Working in a Supported Employment environment and / or coaching others to achieve work goals	Desirable
Engaging stakeholders, including employers and colleges	Essential
Identification of, and writing bids for different funding streams	Desirable
Working on Government department projects and complying with their reporting criteria and deadlines	Desirable
Producing reports for multiple audiences	Essential
Providing careers advice and guidance to young people	Essential
Knowledge of the local labour market and a strong network with both employers and colleges across the area	Essential
Performing risk assessments and monitoring visits on students in the workplace	Essential
Delivery of customer service training to different stakeholders	Desirable
Other	
Enhanced DBS and Children's Barred List Check.	Essential
Term time, plus 2 weeks	Essential
Participate in relevant training and development opportunities both at workplaces and at school	Essential
Travel independently in own car with business insurance to multiple sites across the city. Majority of working time will be spent off site.	Essential
Passion and commitment to supporting our students to achieve their individual goals and ambitions	Essential

Original copies of certificates will be required prior to appointment.

Employee Name	Employee Signature