

WEATHERHEAD HIGH SCHOOL

Careers Manager

36 hours per week, 41 working weeks per year

Monday – Friday 8.30 am – 4.45 pm

Salary £23,142

(NJC points 19 - 24 £23,142 - £26,040)

Responsible to Assistant Headteacher (Achievement)

Responsible for: The provision of Careers and Higher Education information, advice and guidance and support to students in Key Stage 3, 4 and 5.

The requirements of the post of Careers Manager at Weatherhead High School are set out below:

Specific Responsibilities

Careers and Higher Education Support

- Responsible for the development and delivery of the package of Careers and Higher Education information, advice and guidance suitable for each key stage
- Responsible for the delivery programmes through assembly, form time, 6th form Enrichment lessons, PSCE lessons and whole school events
- Conduct Careers/Future Guidance interviews with Key Stage 4 and 5 students and LAC and SEND students
- Offer a programme of support for Years 9 and 11 for the Options process
- Conduct lunch time drop in sessions for students
- Promote the use of START an online careers platform, designed to connect 11-18 year olds with their future career potential
- To take the lead on school Careers events including the annual Future Choices Evening
- Attend Parents' Evening and Options Evenings as appropriate
- Provide year group, class, small group and 1-1 support as required
- Responsible for maintaining the Careers section of the website, providing local labour market, careers and Higher Education information for all
- Responsibility for the promotion and display of Careers Guidance information through the briefing sheet and displays around the school
- Responsible for liaising with local universities to provide relevant experiences for students
- Liaise with the appropriate Administration Officer to arrange interviews
- Responsible for the up keep of records of interviews and support and advice offered using a database
- Carry out year 11, 12 and 13 Future Destinations questionnaire and upkeep of the database
- Responsible for providing subject specific information sessions for Year 12 students
- Ensure that Year 12 students complete the Research forms and action plans as part of their subject specific support sessions
- Support 6th form students through the UCAS process
- Responsible for supporting 6th Form students in the writing of Personal Statements for university, employment and apprenticeships, including Unifrog launch

- To take the lead on providing opportunities for students to experience visits to local universities, the UCAS Convention and Student Finance Talks
- To take the lead on conducting mock interviews with Year 13 students
- To take responsibility for the planning of the Year 12 Work Related Learning and Higher Education day
- To take the lead on apprenticeship opportunities for year 11 and year 13 students.

Other

- To be proactive in understanding and acting on all school policies in relation to safeguarding of children and young people and adults who work with them.
- Undertake any other duties appropriate to the grading of the post as may be required by the Headteacher.

This post is subject to the successful completion of a six month probationary period