



**Thomas Gainsborough School**

**Job Title:** Careers Manager

**Contract Hours:** 37 hours x 52 weeks per year

**Responsible to:** Assistant Head Teacher Academic Monitoring

**Overall Responsibility:**

- To co-ordinate a programme of information, advice and guidance across Key Stage 3, 4 and 5 on PSHE days and as part of the curriculum.
- Liaise with line manager to ensure the careers policy is up to date and in line with current careers legislation.
- Liaise with external agencies and the independent careers practitioner to ensure that students receive the appropriate level of advice and guidance and opportunities for Work Related Learning and personal development.
- To assist in the overall raising of student standards and achievements through independent advice and guidance which encourages high self-esteem, high expectations and aspirations.
- Attendance of open events at Thomas Gainsborough School and exam results day.

**General Duties:**

- Delivery of presentations at open events, careers inductions and at assemblies.
- Organisation of student interviews, one to one or in small groups to discuss career or education options.
- Support students to draw up realistic action plans for employment, education and training and supporting them to achieve these goals. Support students in researching careers, options and support organisations to meet their needs. Advise students on how to source relevant training courses or qualifications and what funding might be available.
- Liaise with staff to ensure vulnerable students are supported appropriately.
- Organisation of visits to Careers events and personalised visits to further education providers and employers.
- Event planning and organisation of Enrichment days.
- Provide advice on CVs, applications, job hunting and interview techniques.
- Run small group sessions or larger presentations on all aspects of careers work and topics related to personal development.
- Liaise and negotiate with other organisations on behalf of students.
- Maintain effective records of student intervention and employer engagement and destinations



- Ensure all careers literature, college and university prospectus are maintained and kept up to date.
- Plan and organise employer workshops and engagement.
- Visit and complete employer risk assessments.
- Keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- Support students to organise and prepare Record of Achievement folders.

**Additional Responsibilities:**

- Undertake any duties reasonably requested by the Head teacher.