



JOB DESCRIPTION - CAREERS LEADER

POST HOLDER – ZOË CONNEALLY (B.A. HONS, DIP CEG, PSHE L6, MA. LEADERSHIP AND MANAGEMENT)

Purpose

To lead and organise the career management and personal development programme, directing members of staff involved in this work and contributing to overall organisational developments as appropriate.

Accountabilities

- a) To the Principal.
- b) For the work of others involved in the programme

Responsibilities

Programme review and development

- a) To identify and disseminate a learner entitlement to career management and personal development activities, including access to impartial guidance and individual support
- b) To plan, implement and evaluate provision and practice in relation to the programme, with the active participation of staff, learners and other contributors
- c) To provide an annual written report on the quality and impact of the programme, supported by a current policy and development plan
- d) To advise senior managers and others on policy and development priorities within the programme and how these contribute to organisational priorities such as raising achievement and inclusion
- e) To hold regular meetings with staff and major contributors to the programme, and keep appropriate records of such meetings
- f) To ensure strong links with national quality standards for IAG.

Curriculum

- a) To plan, develop and implement a structured, progressive career management and personal development programme with appropriate schemes of work, teaching resources and learning outcomes that are shared with learners
- b) To promote the use of varied teaching and learning methods appropriate to the abilities, aspirations and needs of learners, and which enable them to take increasing responsibility for their own learning

- c) To ensure that planned activities comply with health and safety regulations, national requirements and guidance, and equal opportunities policies
- d) To modify curriculum content in response to changes in learners' needs, education and training opportunities, and the labour market

Learner assessment, reporting and support

- a) To ensure that individual guidance needs are identified and appropriate responses, including referrals and impartial guidance, are made
- b) To secure the provision and maintenance of appropriate, accessible and comprehensive information materials in a range of formats/languages to meet learner needs
- c) To develop and maintain a coherent and effective system of assessing, recording and reporting individual learning gains and achievements in the programme in order to support individual progression and the collection of management information

Finance and resource management

- a) To negotiate and manage the budget allocated to the programme, ensuring its effective use without incurring an overspend
- b) To order and allocate resources as appropriate
- c) To advise senior managers of any changes in resource and accommodation requirements
- d) To maintain a current inventory of equipment and resources
- e) To ensure that, as far as is possible, equipment and resources are maintained in good order and that accommodation offers an attractive and educationally stimulating environment for learners

Human resources

- a) To contribute to staff appointments, appraisals and professional development as appropriate
- b) To provide suitable induction for new staff and those taking over the co-ordinator's role
- c) To organise arrangements for setting, distributing and collecting work when colleagues are absent
- d) To ensure adherence to relevant health and safety regulations

Liaison

- a) To participate in the negotiation and review of the partnership agreement with careers guidance providers and external partners at appropriate times, at least annually
- b) To work with the careers guidance providers and others to develop the programme
- c) To work with the careers guidance providers and others to assess and meet learners' guidance needs and ensure that they receive appropriate, impartial guidance at key decision and transition points
- d) To establish and maintain effective links with parents, carers and relevant organisations (e.g. employers, training and apprenticeship providers), and co-ordinate their contribution to the programme.