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| Job Title: | | Careers, Progress and UCAS Leader |
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| **Post Objective:** | | To be recognised as an expert with regards to Careers, Further Education, Higher Education and the world of work; to provide guidance to pupils in Years 7 to 13, supporting them in relevant and appropriate application processes, working closely with outside agencies and local businesses.  To support the Post 16 Progress Leader and their team of Tutors to promote positive attitudes to learning, the highest academic standards and supporting students through their studies, providing intervention strategies where appropriate.  To provide guidance and assistance with applications to Higher Education and the world of work. |
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| **Hours of Work:** | | 34.5 Hours per week, term time plus 1 week. The appointee will normally be expected to work in August each year for 2-3 days around the A level  results. |
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| **Salary:** | | Band 4, SCP 21-25, |
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| **Accountable to:** | | Deputy Headteacher |
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| **Duties,**  **Responsibilities and Key Tasks:** | |  Lead the Careers team by demonstrating initiative, independence and a positive can do attitude, whilst managing the team in accordance with the school’s procedures.   Manage the school’s careers budget, ensuring the school receives best value through the careful negotiation of contracts and services.   Establish successful corporate partnerships with local organisations, identifying opportunities, projects and schemes that bring about mutual benefits.   Build and develop relationships with key Alumni, including the Becket Former Scholars association. Promote opportunities to work in collaboration and to encourage on-going support for the school.  **Careers Guidance**  Delivery of a comprehensive Careers Programme throughout year 7 to 13 working closely with the school PSHCE Coordinator.  Plan Guidance and Careers events and activities for the academic year. To organise Careers Fairs and visits to local Careers Fairs for KS4 students. |
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| Job Title: | Careers, Progress and UCAS Leader | |
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| **Duties,**  **Responsibilities and Key Tasks:** |  Ensuring that all Year 11 pupils receive appropriate guidance with regard to post-16 opportunities at The Becket School and other appropriate Post 16 routes.   Oversee the Year 10 and Post 16 work experience programme, ensuring all students who desire a placement are supported in achieving this aim and line manage the Work Experience Co-ordinator  **Post 16 Achievement**   Supporting underachieving Post 16 students through a coordinated study skills and mentoring programme.   Liaise with the Sixth Form Progress Leader and other teaching staff to identify underachievement.   Monitor and support students’ progress and to contribute to the raising of standards of attainment.   Hold one to one interviews and discussions, mentor, and assist students with the development of action plans.   Arrange and/or attend meetings with parents, whenever the need arises, to communicate the level of support individual students are receiving.   Keep records of intervention and to monitor and record outcomes.   Meet with the Post 16 Leadership team to update on individual progress.  **UCAS and Other Routes**   Ensuring that UCAS and other application procedures are followed effectively and communicated clearly to students and parents.   Developing and maintaining links with Higher Education, other guidance providers and the world of work.   Assist students with the application process for Higher Education and other routes beyond Post 16 Education into the world of work.   Ensure all career pathway opportunities are available to all students and support them through the process.   To lead on the UCAS application procedure in school and to ensure that all staff, students and parents involved are aware of current developments.   Organise Information events in school with regard to Post-16 and Higher Education; to arrange visits to Higher Education Fairs, Universities and other appropriate events. | |