

**PARADIGM TRUST**  
**IPSWICH ACADEMY**

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b> Careers leader	<b>Grade:</b> P02
	<b>Date:</b> July 2018
<b>RESPONSIBLE TO:</b> Assistant principal	

**PURPOSE OF THE JOB**

The role of the careers leader is to ensure that all pupils have access to and take full advantage of impartial careers advice and have exposure to appropriate work and education experiences so that they can make informed decisions about their future careers, through the leadership of Ipswich Academy's Careers Strategy. The role will also entail supporting the assistant principal with key stage 2 to 3 and key stage 4 to 5 transitions by liaising with schools and providers and delivering transition sessions.

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**DUTIES AND RESPONSIBILITIES**

- To develop, lead on and continually review the school's Careers Strategy
- To secure and deliver independent careers advice and guidance for all pupils.
- To develop, continually review and implement careers provision in line with Gatsby Benchmarks in order to meet careers obligations to students across the Trust.
- To develop relationships with providers and employers so that pupils experience meaningful encounters
- To provide appropriate, targeted pupil experiences across all sectors of industry and education
- To liaise and negotiate with the Careers and Enterprise Company (CEC) to secure external support
- To design and lead on the provision of innovative careers days, options evenings, enrichment days and workshops

- To co-ordinate and organise work experience, using contacts and persuasion to secure provision for students with diverse needs
- To design and deliver careers related PSHE lessons and base group sessions
- To design and deliver or co-ordinate careers related CPD
- To work across Paradigm schools to deliver appropriate careers provision
- To lead KS4 – 5 transition and co-ordinate KS2 to 3 transition

**EQUAL OPPORTUNITIES STATEMENT**

Adhere to the Academy's policies and ensure anti-discriminatory practice within the service area.

**COMMENSURATE STATEMENT**

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

**CHILD PROTECTION**

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the academy and the local authority.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Postholder

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Executive Principal/Principal

**PARADIGM TRUST**

**PERSON SPECIFICATION**

**Careers Leader**

	<b>Application</b>	<b>Interview</b>
<b>Qualifications</b>		
A good GCSE English language and mathematics or equivalent	X	
Level 6 Diploma in Career Guidance and Development	x	
<b>Experience</b>		
Experience of working as a careers advisor in a school or college	X	X
Experience of working with providers and employers	X	X
<b>Knowledge and understanding</b>		
Understanding of and commitment to equality issues within the workplace and the safeguarding of children.	X	
<b>Skills and abilities</b>		
To be able to use information and communication technology effectively (Desirable)		X
Good organisational and administrative skills (Desirable)		X
Good management of own workload, including the ability to prioritise tasks	X	
Ability to work effectively as part of a team		

to ensure the needs of the pupils are met appropriately.	X	
Understanding of and ability to establish clear boundaries in relation to pupils' behaviours in line with the Trust's behaviour policy.	X	
Good verbal and written English communication skills.	X	
A willingness to develop your own professional skills and knowledge by attending appropriate courses/training	X	
A flexible, patient and hardworking approach to working as part of a team	X	
<b>Additional</b>		
An excellent record of attendance	X	
A good sense of humour (Desirable)		X
First aid qualification (training will be provided) (Desirable)		X
A DBS enhanced disclosure that is satisfactory to us will be a condition of your appointment.	X	
The post holder must demonstrate due regard for safeguarding and promoting the welfare of children and young people, and follow the child protection procedures adopted by the Trust.	X	