

Job Description

Operational Careers Leader

Job Title:	Post No: FHSOCL	Grade: HC07 Equivalent
Operational Careers Lead		
Organisational information:		
Responsible to:		
Headteacher		
Professionally responsible to:		
Student Services Team Manager/Designated Safeguarding Lead		
Responsible for:		
N/A		
Key relationships/Functional links with:		
Internal:		
Headteacher, Senior Leadership Team, Head of Key Stage, Faculty Heads, Teaching and Support Staff, SEN team		
External:		
External agencies, parents, carers, Colleges and Universities, Apprenticeship providers, Careers and Enterprise Hub		
Main Responsibilities / Accountabilities		
The job holder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation.		
<ul style="list-style-type: none"> • Coordinate and deliver the school’s careers programme in line with statutory guidance and the Gatsby Benchmarks. • Support the strategic development and operational implementation of CEIAG across the school with the SLT Careers Lead. • Organise careers-related events including: Careers fairs, Employer talks, Apprenticeship workshops, Mock interviews, College and university visits, Assemblies and guest speakers in line with Provide Access Legislation • Maintain accurate careers records, destination data and reporting systems such as Compass + • Monitor and evaluate careers provision and contribute to quality assurance activities. 		

- Prepare reports and updates for senior leaders, governors and external stakeholders.
- Support staff training to embed and promote the careers programme across the school.

Careers Advice and Guidance

- Provide impartial careers information, advice and guidance to students across KS3–KS4.
- Support students with understanding and applying for progression routes including: Sixth form, Further education, Apprenticeships, Higher education, Employment pathways
- Assist students with: CV writing, Application forms, Interview preparation, Employability skills
- Offer targeted support for vulnerable learners, SEND students and those at risk of becoming NEET in liaison with SENDCo, Designated Teacher, Heads of Key Stage, Student Services and SLT
- Liaise with parents/carers regarding student progression opportunities.

Work Experience Coordination

- Plan, organise and oversee the school's work experience programme.
- Develop and maintain relationships with employers, businesses and training providers.
- Source suitable work placements that meet safeguarding and health and safety requirements.
- Coordinate: Placement administration, Consent forms, Risk assessments, Student preparation
- Monitor student participation and placement quality.
- Conduct employer and student evaluations following placements.
- Ensure compliance with safeguarding, insurance and health and safety procedures

Employer and Partnership Engagement

- Build strong links with: Local employers, Universities, Colleges, Apprenticeship providers, Careers and Enterprise Coordinator
- Coordinate employer encounters and workplace visits for students in KS3 and 4.
- Promote labour market information and local employment opportunities to students and staff.
- Represent the school at external careers networks and partnership meetings.

Administration and Compliance

- To work with the careers admin support ensuring the successful delivery of the careers, education programme
- Maintain accurate careers and work experience databases.

- Ensure compliance with statutory guidance relating to careers education and provider access legislation.
- Support audits, inspections and quality awards related to careers provision.
- Manage communication with external providers and stakeholders.

Other information:

- Disclosure type: enhanced.
- will be required to undertake safeguarding training.

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the School's Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the School's Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the school.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

May 2026

Personal Specification

Job Title:

Post No:

Grade:

Operational Careers Lead

All candidates will be considered on their ability to meet the requirements of the person specification	Essential criteria	Method of Assessment*
Experience	<ul style="list-style-type: none">• Experience of careers guidance, employability or education support.• Experience coordinating events, programmes or work experience placements.• Experience working with young people in an educational setting.• Knowledge of post-16 and post-18 progression routes.	
Skills and Knowledge	<ul style="list-style-type: none">• Strong organisational and administrative skills.• Excellent communication and interpersonal skills.• Ability to build effective partnerships with employers and external agencies.• Knowledge of safeguarding and health and safety procedures.	
Qualifications	<ul style="list-style-type: none">• Level 6 qualification in Careers Information, Advice and Guidance or willingness to work towards a level 6• GCSE English and Maths at Grade 4/C or above.	

Desirable Criteria	<ul style="list-style-type: none"> • Knowledge of the Gatsby Benchmarks and Compass+. • Experience using careers tracking systems. • Experience of employer engagement within education. • Understanding of local labour market information. 	
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All staff are;

- Accountable for their work and should ensure that work output and quality is of the highest quality and in accordance, where appropriate, with current regulations/legislation/School/Academy standards, policies and procedures.
- Responsible for their own continuous self-development to enhance their own performance and expected to undertake relevant training and development.