

# Granville Academy



Burton Road, Woodville, Swadlincote, Derbyshire, DE11 7JR  
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 Principal: Mrs J Kingswood, B.Ed.(Hons), MA, NPQH

<b>Job Description and Person Specification</b>	
<b>Post Title</b>	Careers, Work Experience and Aspirations Lead
<b>Salary/Grade</b>	DF Grade 8 £25463 - £29909 FTE p/a
<b>Responsible to</b>	Principal
<b>Contract Type</b>	Full Time
<b>Contract Term</b>	Permanent from January 2019
<b>Review</b>	Annually (September)
<b>Disclosure Level</b>	Enhanced
<b>Please note the following</b>	
<ul style="list-style-type: none"> <li>• due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the post holder must have a satisfactory Enhanced Disclosure (via the Disclosure and Barring Service)</li> <li>• the duties outlined in this job description are in addition to those covered by the latest Teachers' Pay and Conditions document and may be modified by the Principal, with agreement of the post-holder, to reflect or anticipate changes in the job, commensurate with the salary and job title</li> </ul>	
<b>Purpose of the Post</b>	
<ul style="list-style-type: none"> <li>• Provide high quality, independent information, advice and guidance enabling our students to make informed, realistic and aspiration decisions about their future learning and employment pathways.</li> <li>• Ensure delivery of D2N2 framework and Gadsby benchmarks</li> </ul>	
<b>Key Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Lead the delivery of a comprehensive and impartial programme of Careers Information and Guidance across the academy ensuring national and regional benchmarks are met</li> <li>• Develop staff and pupil awareness of post 16 and 18 vocational, training and educational opportunities</li> <li>• Develop and deliver a programme of 1-1 interviews for students years 9-11 and those with identified higher level of needs providing career action plans and advise on career pathways</li> <li>• Develop and support the delivery of careers/vocational topics in PSHCEE lessons including small group or larger presentation, ensuring programmes meet the requirements for CEG</li> <li>• Liaise with the Careers Service, school advisor and visiting staff who support CEG</li> <li>• Lead the implementation of a work related learning programme including work experience week ensuring all young people are offered a high quality work experience</li> <li>• Support and guide the workload of the work experience administrator</li> <li>• Develop an on-going programme of on and off site visits/talks/events to promote awareness of opportunities post 16 and beyond including evening information sessions for students and parents</li> <li>• Provide and maintain up to date careers information in tutor groups, the library and displays</li> <li>• Support targeted pupils with transition from key stage 4 to post 16, liaising with careers and pastoral staff to ensure no pupils are NEET at the end of key stage 4</li> <li>• Develop activities and events to raise the aspiration of the school community including assemblies, visiting speakers, tutor time activities and information evenings</li> <li>• Provide additional support for Pupil Premium/Disadvantaged students in order to raise aspirations and enabling them to reach their potential</li> <li>• Manage, monitor and review the effectiveness of provision and interventions/alternative programmes to ensure pupils are safeguarded and they achieve good outcomes</li> <li>• Co-ordinate the provision of personalised learning programmes for key stage 3 and 4 pupils who cannot access or maintain full time education including the use of ED lounge and alternative learning programmes</li> <li>• Implement activities to raise the aspiration and engagement of targeted pupils and families</li> <li>• Provide regular reports for ALT and the Governing Board</li> <li>• Co-ordinate the school alumni and ensure the website is up to date with CEG events and activities</li> <li>• Monitor, record and communicate leaver data information</li> <li>• Keep abreast of developments and best practice in CEG through research, attendance at training and establishing links with peers from the trust and wider community</li> </ul>	

Duties of all Employees
<ul style="list-style-type: none"> <li>• Commit to safeguarding and promoting the welfare of children</li> <li>• Understand and comply with all academy policies</li> <li>• Be a good role model, upholding our ethos and values in everyday work, high professional standards at all times</li> <li>• Participate in the Performance Management process</li> <li>• Maintain confidentiality of academy business</li> <li>• take part in marketing and liaison activities such as Open Evening, Induction Days</li> <li>• ensure the efficient and effective use of allocated resources</li> <li>• support and encourage extra-curricular activities to enhance schools' learning experiences</li> <li>• facilitate the smooth day-to-day running of the school to ensure safe and calm learning environment</li> <li>• This job description is not necessarily a comprehensive definition of the post. The postholder will be expected to comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description</li> </ul>

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities or continued employment for any employee who develops a disabling condition

#### Person Specification

Attributes	Essential	Desirable	How Identified
<b>Education and Qualifications</b>	Level 6 Diploma in Career Guidance and Development	<ul style="list-style-type: none"> <li>• evidence of recent further effective Professional Learning relevant to post</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> </ul>
<b>Experience of...</b>	<ul style="list-style-type: none"> <li>• Supporting students 11-16 with CEG</li> </ul>	<ul style="list-style-type: none"> <li>• dealing with Child Protection and pastoral issues</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> <li>• appointment process</li> </ul>
<b>Knowledge and Understanding of...</b>	<ul style="list-style-type: none"> <li>• D2N2 Framework</li> <li>• Gatsby benchmarks</li> <li>• Career Mark or similar awards</li> </ul>	<ul style="list-style-type: none"> <li>• Ofsted framework</li> <li>• strategies to promote whole school approaches to well-being and health</li> </ul>	<ul style="list-style-type: none"> <li>• application form</li> <li>• appointment process</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• the ability to inspire and enthuse students</li> <li>• able to build and maintain effective relationships with adults and students</li> <li>• ability to remain calm in challenging situations</li> <li>• effective communicator written and oral</li> </ul>		<ul style="list-style-type: none"> <li>• application form</li> <li>• appointment process</li> </ul>

	<ul style="list-style-type: none"> <li>• able to prioritise, plan and organise themselves and others</li> <li>• able to use initiative to anticipate solve problems</li> <li>• effective team worker</li> <li>• committed to collaborative approaches to learning and a vision of excellence</li> <li>• inclusive approach to education</li> <li>• solution focused</li> <li>• flexible and able to cope with inevitable change</li> </ul>		
<b>Special requirements</b>	<ul style="list-style-type: none"> <li>• in possession of Enhanced DBS clearance</li> </ul>	Driving Licence	<ul style="list-style-type: none"> <li>• application process</li> <li>• references</li> <li>• appointment process</li> </ul>

*At Granville we believe in the promotion of British Values, Equal Opportunities and diversity for ALL. We expect all employees and volunteers and share in our commitments.*

<b>Verification</b>			
Signed	_____	(Post holder)	Date _____
Signed	_____	(Principal)	Date _____