

Job Description

Job title	Careers Lead
Grade/salary	NJC Band F, Point 12 – 19 currently £28,598 - £32,061 (25/26) – subject to evaluation
Responsible to	Progress Leader, Senior Leadership Team
Hours of work	36 hours per week, term time only plus 15 days
Base	Chesterfield High School
Key relationships	Senior Leaders, Internal and External Stakeholders

Job statement (purpose)

- To provide high-quality, impartial careers guidance to students across Key Stages 3, 4 and 5, and to lead, develop and evaluate a whole-school careers programme that enables all learners to make informed, ambitious decisions about their future pathways.
- This is a non-teaching role, requiring a qualified careers professional to drive strategic development, coordinate provision, and ensure full compliance with national expectations, including the Gatsby Benchmarks and Provider Access Legislation.

Responsibilities

Key duties

1. Careers Guidance (Core Responsibility)

- Deliver one-to-one, impartial careers guidance interviews to students.
- Provide targeted support for vulnerable learners, including those at risk of becoming NEET.
- Support key transition points, including GCSE options, post-16 progression, and post-18 destinations.
- Produce clear action plans and maintain accurate records of guidance interventions.
- Deliver staff training and support careers capacity building across the school.

2. Careers Programme Leadership & Gatsby Benchmarks

- Lead and coordinate the delivery of a high-quality, whole-school careers programme.
- Ensure the programme meets all Gatsby Benchmarks and statutory requirements.
- Work closely with SLT to implement and evaluate the school's careers strategy.
- Prepare for Ofsted inspection by demonstrating impact, compliance, and continuous improvement.
- Contribute to achieving and maintaining recognised quality standards (e.g. Quality in Careers Standard).

3. Employer Engagement & Local Partnerships

- Develop and sustain strong partnerships with employers across the local and regional area.
- Work collaboratively with colleges, universities, apprenticeship providers, and training organisations.
- Organise meaningful employer encounters, including careers fairs, workshops, and guest speakers.

4. Work Experience & Encounters

- Coordinate and quality assure work experience opportunities for students.
- Ensure appropriate safeguarding, risk assessments, and preparation are in place.
- Support students to reflect on experiences to inform future decision-making.

5. Curriculum and Whole-School Integration

- Work with Heads of Subject to embed careers education across the curriculum, including within lessons, schemes of work, and departmental displays.
- Support staff in delivering careers-related learning through resources, training, and guidance.
- Coordinate assemblies, enrichment sessions, and whole-school careers events.

6. Labour Market Information and Progression

- Provide up-to-date labour market information (LMI) relevant to local, regional, and national contexts.
- Advise students on a full range of progression pathways, including:
 - A-levels and further education
 - Apprenticeships (including higher and degree apprenticeships)
 - Technical and vocational routes
 - Employment pathways

7. Data, Tracking and Impact

- Track and analyse student destinations post-16 and post-18.
- Monitor and contribute to reducing NEET figures.
- Maintain accurate data on careers provision and guidance activity.
- Report to SLT and governors on programme impact and outcomes.

8. Parental Engagement

- Provide clear, accessible information to parents/carers to support student decision-making.
- Contribute to key events such as open evenings, options evenings, and post-16 information sessions.

Individuals in this role may also have to undertake some or all of the following:

- Oversight and quality assurance of careers guidance delivery across the school.
- Contribution to Trust-wide careers strategy or collaboration with other schools within the Trust.
- Development of staff training to support careers education within the curriculum.
- Coordination of external audits or quality standards (e.g. Gatsby validation, Quality in Careers Standard).
- Supporting whole-school improvement priorities linked to personal development, destinations, and Ofsted readiness.

Accountability
• The post holder will be responsible for managing their own workload. • The post holder is accountable for ensuring that duties are carried out in accordance with generally accepted best practice and the Trust's policies and procedures. • Assist in developing training programme for support staff. • To work co-operatively with others towards shared goals. • To promote and ensure the health and safety of students, staff, and visitors always.
Professional development
• Undertake appropriate and regular training and development to maintain knowledge and improve practice. • Attend briefings and participate in professional development opportunities. • Keep up-to-date with current educational developments and legislation affecting health, safety and compliance. • Participate in regular performance management for self and lead appraisal reviews for direct report staff.
Safeguarding
To be aware of and work in accordance with the Trust's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.
Health and Safety
The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances.
Confidentiality and Data Protection
The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available on the shared drive.

Equality and Diversity

Mersey View Learning Trust is committed to equality and values diversity. As such, the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The post holder is required to treat all people they come into contact with, with dignity and respect and is entitled to expect this in return.

Training and Development

Mersey View Learning Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility

The post holder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions

The post holder is also required to

- Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.
- Be aware of and comply with all Trust and school-level policies. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.
- To promote equality, diversity and inclusion and demonstrate this within the role.
- To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.
- To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.
- To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.

Endorsement

This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.

Declaration	
I accept this job description.	
Print Name:	
Signature:	
Date:	

Person Specification

Careers Lead

Category	Essential/ Desirable
Qualifications and Training	
Level 6 or above qualification in Careers Guidance	E
Experience	
- Experience delivering careers guidance to young people, preferably in schools or colleges - Experience working within a secondary school setting	E D
Knowledge and Skills	
- Knowledge of UK education pathways, apprenticeships, and local opportunities - Professional interviewing and guidance skills - Organisation and programme coordination - Relationship-building with external partners - Data tracking and evaluation - Understanding of Gatsby Benchmarks and Ofsted expectations	E E E E D
Personal Qualities	
- Strong communication skills and ability to engage secondary-aged students - Ability to work independently while contributing to a wider school team - Commitment to raising aspiration and inclusion - Knowledge of the Sefton/Liverpool education and labour market landscape - Membership of the Career Development Institute (CDI)	E E E D D

The above qualities will be assessed through a comprehensive recruitment process, which involves application analysis, scrutiny of reference and interview.

The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent and must be eligible to work in the UK.