

Job advert UTC South Durham

Careers Leader

Preparing students for outstanding STEM careers

NOR: up to 600 | **Age range:** 14-19 | **Start:** December 2018 or sooner if possible

Salary: Based on NJC Local Government pay scale **Pt 30-34 £27,358-£30,756** 37 hours, Whole Time Contract



Can you help support our students to success?

University Technical College South Durham opened in September 2016 and is the first UTC in the North East. With a focus on advanced manufacturing and engineering it is located at the heart of Aycliffe Business Park, County Durham. We provide an excellent education for 14-19 year olds, encompassing real, relevant workplace experience in partnership with world-class companies.

The chance to create an innovative education establishment is very rare; supporting the organisation to provide an outstanding experience for our students is essential. As part of the support team you will focus on developing an outstanding careers programme that is supported by the Vice Principal, Business Engagement and Careers.

You will have experience of careers education and be fully aware of the current careers landscape. You will be able to build positive relationships with students, staff and parents. Your excellent communication skills will ensure successful relationships with all stakeholders including trustees, sponsors and employer partners.

Our sponsors, the University of Sunderland, Hitachi Rail Europe and Gestamp Tallent are committed to creating an outstanding school that will provide a talented young workforce for companies in the North of England. If you have the expertise and commitment to make a life-changing impact on our students then we'd like to hear from you.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children.

Closing date: 12.00noon Monday 19th November | **Interviews:** planned for Monday 26th November 2018

To arrange an informal discussion, please email:
Catherine Purvis-Mawson, Vice Principal
catherine.purvis-mawson@utcsouthdurham.org

Further information and application form
downloadable from:
www.utcsouthdurham.org/vacancies

No agencies please.



**University
Technical
Colleges®**

Job Description

Careers Leader

Job title:	Careers Leader
Employer:	The Durham UTC Ltd
Responsible to:	Vice Principal, Business Engagement and Careers
Salary:	Based on NJC Local Government pay scale Pt 30-34 £27,358-£30,756 37 hours, Whole Time Contract

The Careers Leader is responsible and accountable for the delivery of the UTC's programme of career advice and guidance. It is a role that requires a clear overview of the UTC's careers provision. Careers leadership involves: planning, implementing, and quality assuring a careers programme for the UTC; managing the delivery of career guidance, networking with external partners, including employers; coordinating the contributions of careers teachers, subject teachers, mentors and SENCO. The Careers Leader has the authority to influence the development of strategy and implement the careers programme. The Careers Leader is required to work in collaboration with the Vice Principal, Business Engagement and Careers to ensure employer and partner links are actively developed and retained to provide a range of meaningful career related activity.

As part of a core support team you will provide the services below:

1. Leadership

- Providing leadership on careers for a team of teachers, administrators, external partners and others who deliver career guidance
- Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks
- Reporting to senior leaders and governors
- Reviewing and evaluating career guidance and providing information for school development planning, Ofsted and other purposes
- Preparing and implementing a career guidance development plan and ensuring that details of the careers programme are published on the UTC's website
- Understand the implications of a changing education landscape for career guidance e.g. technical education reform
- Ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to students in schools, including the publication of the policy statement of provider access on the website

2. Management

- Planning the programme of activity in careers guidance and develop schemes of work for careers education
- Briefing and supporting teachers involved in career guidance
- Monitoring delivery of career guidance across all eight Gatsby Benchmarks using the Compass evaluation tool
- Supporting mentors providing initial information and advice
- Managing the work of others e.g. Careers Advisers, administrative and other staff involved in the delivery of career guidance
- Monitoring access to and the take up of guidance

- Ensuring colleges and apprenticeship providers have access to the UTC to share opportunities with all students
- Managing their own CPD and supporting ongoing relevant careers CPD of UTC colleagues
- Work with the Business Engagement Manager to drive the programme of activities to support employer engagement, including visits, projects, placements and events
- Provide admin support for student visits and placement activity
- Deliver careers focused sessions to students as and when needed

3. Coordination

- Managing the provision of career and labour market information
- Managing the careers section of the school's website, ensuring information is accurate and up to date
- Liaising with subject leaders to plan their contribution to careers guidance
- Liaising with mentors, SENCO and heads of departments to identify students needing guidance
- Referring students to Careers Advisers
- Communicating with students and their parents about careers and developing workshops for parents to keep them fully informed about the UTC careers education programme
- Coordinate and lead on being a Careers Hub for the North East LEP
- Coordinate an internal careers team and create a careers lead within each directorate who are supported to embed careers within the curriculum
- Commission and coordinate impartial careers services

4. Networking

- Establishing and developing links with FE colleges, apprenticeship providers, and universities
- Commissioning career guidance services where appropriate
- Building a network of alumni who can help with the career guidance programme
- Work collaboratively with the Business Engagement Manager to manager links with the LEP, the UTC Enterprise Advisor and other external organisations
- Establish constructive, professional relationships and communications with other agencies and professionals on behalf of the UTC

5. Supporting within the organisation

- To maintain destination data for all UTC leavers
- Support the safeguarding activities of the UTC
- Promote the UTC's values with staff, students and external agencies
- Treat students as young adults, show them respect and earn theirs
- Promote the Workplace Skills through discussion with students and by demonstrating them in a professional approach
- Work with the Principal and SLT to critically evaluate the UTC's performance and influence change
- Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills
- Be efficient with resources and mindful of waste to ensure value for money

6. Additional duties

- Act with integrity and ensure a high standard of care and safeguarding for all our students
- Be aware of and comply with health and safety rules and legislation, ensuring the safety of students and staff at all times
- Appreciate and support the role of other staff
- Actively support Teaching and Learning
- Contribute to the overall ethos/aims and mission of the UTC
- Act in compliance with data protection legislation in respecting the privacy of personal information
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information
- Undertake additional duties as may be reasonably directed by the Principal where they meet the priorities of the UTC

Person specification

Careers Leader

Training and qualifications	Essential	Desirable	Evidence
Appropriate level three qualification	√		Sight
Degree or equivalent		√	Sight
Undertaken relevant CPD	√		Application

Experience	Essential	Desirable	Evidence
Experience of working in a school or educational environment		√	Application/reference
Experience of dealing with a wide range of stakeholders to develop and maintain effective relationships	√		Application/reference/ interview
Experience of working with industry		√	Application/reference/ interview
Experience of advising, guiding, coaching young people		√	Application/reference/ interview
Previous experience of conducting risk assessments		√	Application/reference/ interview

Professional knowledge and understanding	Essential	Desirable	Evidence
Good knowledge of current careers education landscape	√		Application/reference/ interview
Ability to establish and develop professional and effective relationships with adults and young people	√		Application/reference/ interview
Effective ICT and organisational skills	√		Application/reference/ interview
Ability to work using own initiative with minimal supervision	√		Application/reference/ interview
Outstanding knowledge of the Gatsby Benchmarks	√		Application/reference/ interview
Outstanding knowledge of the DfE Careers Strategy	√		Application/reference/ interview
Knowledge of activities to support student placements		√	Application/reference/ interview
Awareness of health and safety requirements in education establishments		√	Application/reference/ interview

Personal qualities and skills	Essential	Desirable	Evidence
Honesty, integrity and professionalism	√		Reference/interview
Excellent interpersonal skills and builds positive relationships with staff, students, business and all stakeholders	√		Reference/interview
Able to organise, prioritise and meet deadlines	√		Reference/interview
Work efficiently and accurately	√		Application/reference/interview
Outstanding communication skills both written and oral	√		Application/reference/interview
Possess the energy and drive to motivate staff	√		Reference/interview
Able to work as part of a wider team with a flexible approach to the role	√		Reference/interview
Able to respond calmly to challenging situations and demonstrate stamina and resilience	√		Reference/interview
Willingness to take on responsibilities beyond previous experience with suitable support	√		Application/reference/interview
Absolute commitment to the UTC ethos and attitude towards students as young adults	√		Application/reference/interview
Committed to equality and diversity	√		Application/reference/interview

Special requirements	Essential	Desirable	Evidence
No adverse criminal record	√		DBS check
Full driving licence with access to a car to use for work purposes		√	
Two satisfactory references from current and previous employers	√		

UTC South Durham is committed to safeguarding and promoting the welfare of children and young people. We expect all employees and volunteers to share this commitment.