



Teign School

Job Description

Pastoral Support Officer with responsibility for Careers

Grade	Grade E, scp 16 to 22
Responsible to	SLT
Hours of work	<ul style="list-style-type: none">• 37 hours per week, 39 weeks pa (ie term-time plus five days)• 9.00am - 4.30pm Monday to Friday (30 minutes lunch)• This post holder will be required to provide some flexibility to support the school at key points during the year
Revision	May 2020

Main Purpose of the Post

To work strategically with the school leadership to provide pastoral support and have responsibility for impartial careers education, information, advice and guidance to students, to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways ensuring that you:-

- promote and support the school values and ethos;
- support students in achieving their full academic potential;
- form strong relationships with parents/carers, students, staff, appropriate outside agencies and employers;
- ensure that students are safeguarded;
- champion every student.

Responsibilities

Personal Career Guidance

1. To conduct student-focused, impartial, personal career guidance interviews with students (individual or small groups with younger years) which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
2. To prioritise 1:1 intervention for vulnerable students (PP, CIC, SEN) in Years 8 to 13 inclusive.
3. To provide a careers' service every lunchtime for any students to attend and for targeted interventions and mentoring for others.
4. To generate and maintain 'client' records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan that can be shared with the wider staff body.

5. Alongside the SLT Lead for Careers, to lead and support the management of the school's work experience placement programme, and coordinate and manage extended work experience placements.

Careers Information

1. Use expert knowledge of careers information and labour market information and Intelligence to enable students to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, eg social media and web-based information sources.
2. To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training, housing and money; including signposting within school to key areas of support within the pastoral team.
3. To organise careers fairs, presentations about careers, outside speakers, visits for students and other relevant activities in conjunction with the Careers Leader.
4. To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
5. To coordinate and manage the destination tracking of all Year 11, 12 and 13 students, and ensure that documentation related to the September Guarantee, KS5 destinations and Post 8 pathways are coordinated and returned to the LA timely.
6. To review resources in school used for Careers Lessons and research and develop new packages.
7. To organise and update school's careers library and appropriate career displays.

Career Guidance Programmes

1. To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
2. To prioritise support and guidance for students and parents at key points in the school year; specifically KS4 Options Programme and Evening, Post 16 Options' Evening, Years 9, 10, 11 & KS5 subject/parents' evenings, Year 11 results days and Post 16 qualifications.
3. To facilitate career-related learning activities in groups with students.
4. To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
5. To plan and contribute, where necessary and appropriate, to the delivery of careers education activities.
6. To organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes as part of the Pastoral Programme and Enrichment Curriculum.
7. To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.
8. To maintain and update the careers programme with Compass Plus (or associated online packages)

Networking, Consultancy and Advocacy

1. To refer to specialist services if required to support specific needs of students eg young people with SEND.
2. To communicate and build strong relationships with relevant external agencies, HEIs, businesses and networks for the benefit of students and the enhancement of the career guidance programme.
3. To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
4. To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information to the school leadership.
5. To negotiate Service Level Agreements, where relevant.
6. To review and evaluate the quality of provision of careers education and guidance at Teign School and provide reports for SLT and Governors

Pastoral Support

1. To work under the direction of the Deputy Headteacher and with Heads of Year to provide pastoral and behaviour support to students.
2. To support whole school behaviour and homework interventions.
3. To work with individuals and small groups of students to resolve conflicts and friendship issues.
4. To communicate with families as necessary to keep them informed about their child's wellbeing and any situation that may have arisen that they need to be made aware of.

Expectations

1. As appropriate, to the postholder's duties must be carried out in compliance with the following:
 - Trusts' Equality Scheme
 - Information Security Policies
 - Financial Regulations
 - Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)
2. To work flexibly as required
3. To maintain confidentiality of the Trust's affairs
4. Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
5. To work at all times within Code of Conduct and the Safeguarding Policy
6. To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.
7. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post

This job description should be reviewed annually and may be subject to amendment in consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the postholder's professional responsibilities and duties.

Signed:

Headteacher

Signed:

Postholder

Date:

Date: