Careers and Destinations Assistant
Education

Job Title *Careers and Destinations Assistant*
Responsible to *Headteacher*

At Outcomes First Schools, we are ambitious for every student and committed to the highest standards in everything we do. We continuously evaluate and improve our practice, drawing on evidence, expertise and experience to ensure we deliver the best possible outcomes. We take responsibility for the quality and impact of our work, understanding that every decision has the power to shape the lives of students, families, colleagues and communities. By taking the time to listen, understand and make informed decisions, we create positive learning environments where students can thrive, achieve their potential and build successful futures.

JOB PURPOSE

To support the delivery of high-quality careers education, preparation for adulthood (PfA), employer engagement, enrichment opportunities and post-16 progression pathways for students, particularly those with SEMH needs.

KEY TASK AREAS & RESPONSIBILITIES

- Establish and develop community partnerships with employers and organisations.
- Support the school work experience programme.
- Embed preparation for adulthood skills across the curriculum.
- Support subject enrichment and employer engagement opportunities.
- Work with external agencies to enhance careers provision.
- Collect, collate and analyse student outcome data.
- Maintain the school alumni network.
- Develop relationships with FE, HE and apprenticeship providers.
- Support access to post-16 and post-18 information.
- Maintain awareness of careers education developments.
- Maintain the More Able Register and track higher attainers.
- Support challenge strategies, learning walks and enrichment activities.
- Create and monitor a whole-school PfA framework.
- Lead pupil leadership and mentoring opportunities.
- Support post-16 transition and destination tracking.
- Promote safeguarding and student welfare at all times.

GENERAL RESPONSIBILTIES

- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted in the work areas for which the postholder is responsible and to maintain a safe working environment.
- Work in compliance with the Code of Conduct, Regulations and policies of the school, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Attend training courses, and team meetings as required.

PEOPLE SPECIFICATION

Category	Essential Criteria	Desirable Criteria
Qualifications	GCSE Grade 4/C or above in English and Mathematics (or equivalent)	Relevant Level 3 qualification in Careers Education, Youth Work, Education, SEND or related field
Experience	Experience working with secondary-aged young people	Experience working within a specialist SEMH or SEND setting
Experience	Experience organising events, programmes or projects	Experience coordinating work experience placements or careers events
Experience	Experience working collaboratively with external stakeholders	Experience developing employer, community or university partnerships
Knowledge & Understanding	Understanding of barriers young people face when accessing education, training and employment	Knowledge of the Greater Manchester post-16 and post-18 landscape
Knowledge & Understanding	Understanding of safeguarding and child protection responsibilities	Knowledge of Gatsby Benchmarks and careers education frameworks
Knowledge & Understanding	Understanding of SEMH needs	Knowledge of Preparation for Adulthood frameworks

Organisation & Administration	Excellent organisational and planning skills	Experience managing multiple projects simultaneously
Organisation & Administration	Ability to prioritise workload and meet deadlines	Experience organising large-scale events and employer engagement activities
IT & Computer Literacy	Competent user of Microsoft 365 including Word, Excel, Outlook, Teams and PowerPoint	Experience using SIMS, Arbor, Bromcom or careers software
IT & Computer Literacy	Ability to collect, analyse and present data using spreadsheets	Experience producing reports and analysing destination data
Communication & Interpersonal Skills	Excellent verbal and written communication skills	Experience delivering group presentations or workshops
Communication & Interpersonal Skills	Ability to build positive relationships with pupils, families and partners	Experience working with employers, colleges and universities
Personal Qualities	Passionate about improving the life chances of young people	Understanding of social mobility and inclusive careers education
Personal Qualities	Resilient, adaptable and solution-focused	
Personal Qualities	Commitment to equality, diversity and inclusion	