**Job Title:** Careers Lead
**Location:** Crookhey Hall School, Lancaster
**Contract Type:** Term Time - Full-time/Permanent
**Start Date:** TBC

**The Role**

We are seeking a passionate and experienced Careers Lead to continue and lead an outstanding careers education, information, advice, and guidance (CEIAG) programme tailored to the diverse needs of our pupils. The successful candidate will work closely with staff, students, families, and external partners to ensure all pupils have access to high-quality, meaningful careers support and experiences.

**Key Responsibilities**

* Lead the design, implementation, and evaluation of a whole-school careers strategy aligned with the Gatsby Benchmarks and tailored for SEN learners.
* Provide one-to-one and group careers guidance to students across all key stages.
* Liaise with local employers, training providers, colleges, and other stakeholders to build strong partnerships and create pathways for post-16 and post-19 transitions.
* Develop and maintain an up-to-date careers programme that supports students’ individual needs, strengths, and aspirations.
* Ensure all policies and procedures are up to date
* Monitor and evaluate careers activities and ensure compliance with statutory guidance, including the Baker Clause.
* Arrange suitable and engaging work experience for our students throughout the whole school.
* Deliver staff training and provide resources to embed careers learning across the curriculum.
* Maintain accurate records of student guidance and destination data.
* Liaise and report to OFG internal team as and when necessary.

**Essential Requirements**

* Level 6 Careers Guidance qualification (e.g., Level 6 Diploma in Career Guidance and Development) – this is a mandatory requirement.
* Experience of working with children and young people with SEN and a strong understanding of the barriers they may face in accessing education, training, or employment.
* Knowledge of current careers education policy, best practices, and the Gatsby Benchmarks.
* Excellent interpersonal and communication skills, with the ability to build positive relationships with students, families, and professionals.
* Strong organisational skills and the ability to work independently as well as part of a team.

**Desirable**

* Experience working within a school setting or similar educational environment.
* Knowledge of EHCPs (Education, Health and Care Plans) and transition planning.
* Familiarity with relevant software and digital careers platforms.

**Why Join Us?**

* A supportive and inclusive working environment.
* A chance to make a real difference in the lives of young people with SEN.
* Opportunities for professional development and training.
* Access to staff wellbeing initiatives and employee benefits.