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## **Job Description: Senior Teacher – Careers, Enterprise and Vocational Learning**

**Reports To:** Assistant Headteacher / Deputy Headteacher

**Teaching Load:** 50%

**Review and Amendment:** This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Headteacher and the post holder.

### **Job Purpose**

To strategically lead, develop, and deliver a high-quality, integrated programme of **Careers, Enterprise, and Vocational Learning** tailored for students with Social, Emotional, and Mental Health (SEMH) needs. The role bridges the gap between classroom skills and independent adult life, ensuring all pathways are practical, compliant with the **8 Gatsby Benchmarks**, and lead to meaningful accreditation and sustainable post-16 opportunities.

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### **Key Responsibilities**

#### **1. Strategic Leadership & Quality Assurance**

- **Curriculum Design:** Lead the design and implementation of an innovative vocational curriculum (e.g., horticulture, catering, motor vehicle maintenance) tailored to SEMH needs.
- **Careers & Enterprise Strategy:** Prepare and implement a Careers Guidance Development Plan that meets legal requirements and fosters an "enterprise" culture across the school.
- **Quality Nominee:** Act as the Quality Nominee for all vocational qualifications, ensuring internal and external quality assurance standards are met or exceeded.
- **Accountability:** Review and evaluate careers and vocational data for the Senior Leadership Team (SLT), Governors, and Ofsted.

#### **2. Enterprise and Entrepreneurial Projects**

- **Business Initiatives:** Design and oversee sustainable school-based enterprises (e.g., a school café, plant nursery, car valeting service, or craft market) that allow students to apply vocational skills in a commercial context.
- **Financial Literacy:** Use enterprise projects to teach functional skills, including budgeting, pricing, profit/loss, and customer service.

- **Community Impact:** Lead "social enterprise" projects that connect the school with the local community, enhancing the school's profile and student self-worth.
- **Innovation:** Encourage a "Dragon's Den" style culture where students can pitch, develop, and run their own micro-businesses or school improvement projects.

### 3. Management & Coordination

- **Gatsby Benchmarks:** Monitor and deliver careers guidance across all 8 Gatsby Benchmarks, ensuring every student has access to labour market information.
- **Resource & Budget Management:** Manage the budget for vocational and careers-related projects, ensuring equipment and materials are up-to-date and safe.
- **Communications:** Manage the careers/vocational section of the school website and maintain regular contact with pupils and parents regarding future pathways.
- **EHCP & Transitions:** Work closely with stakeholders to contribute vocational and careers-focused insights to students' Education, Health and Care Plans (EHCPs).

### 4. Teaching, Learning & Student Support

- **Model Outstanding Practice:** Consistently deliver high-quality, practical vocational lessons that are differentiated for complex SEMH needs.
- **Promote Engagement:** Employ creative and therapeutic teaching methods to engage reluctant learners and foster a genuine passion for practical skills.
- **Behaviour Management:** Expertly apply de-escalation techniques and the school's behaviour framework in hands-on, practical settings.

### 5. Networking & External Partnerships

- **Employer Engagement:** Establish strong links with local employers, apprenticeship providers, and the *Outcomes First Futures Team* to secure work experience.
- **Networking:** Liaise with Careers Leaders in other schools and FE colleges to share best practice and secure funding for careers-related projects.
- **Alumni & Community:** Maintain and grow a network of alumni to inspire current students and provide real-world insights into the world of work.

### 6. Staff Development

- **Leadership:** Lead the careers and vocational team, including teachers, administrators, and external partners.

- **Mentoring:** Identify staff training needs and coach colleagues to enhance their skills in delivering vocational content and managing practical learning environments.

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### Person Specification

Criteria	Essential Qualities
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS) or Cert Ed.</li> <li>• Level 6 Diploma in Careers Advice and Guidance (or willingness to work towards).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience delivering vocational qualifications in a special education/SEMH setting.</li> <li>• Experience in initiating or managing enterprise projects or small-scale business ventures.</li> <li>• Experience managing budgets, external partnerships, and the Gatsby Benchmarks.</li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• In-depth knowledge of vocational frameworks (NVQs, BTECs, Functional Skills).</li> <li>• Mastery of SEMH/trauma-informed practice and de-escalation.</li> <li>• Strong commercial awareness and the ability to turn vocational tasks into "enterprise" opportunities.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Resilient, positive, and enthusiastic about making a difference to young people.</li> <li>• High standards of communication and the ability to handle confidential info sensitively.</li> <li>• Absolute commitment to safeguarding and pupil wellbeing.</li> </ul>