

Job Title	<i>Careers and Enterprise Lead</i>
Responsible to	<i>Head of Education</i>
Key Internal Contacts	<i>Other staff within the education team</i> <i>Staff in other departments within the school</i> <i>Students within the school</i> <i>Staff in other schools in the Region</i> <i>Central Office Staff</i>
Key External Contacts	<i>Families and carers of pupils at the school; External agencies who support children and young people at the school.</i> <i>Visitors to site</i> <i>Suppliers and Contractors</i> <i>External Inspectors</i>

Conditions of Service: This post is subject to terms and conditions of the employment of Acorn Education and Care.

General Information The nature of this role dictates that the post holder will be subject to an enhanced DBS check. Please note that holding a positive disclosure may not automatically bar you from working with the organisation, however, a full risk assessment will be completed prior to making a recruitment decision.

Duties and Responsibilities

- Develop and implement a careers strategy that aligns with the Gatsby Benchmark standards, ensuring the school meets all statutory requirements.
- To deliver Careers education for KS3/4 pupils.
- To collate evidence of impact and present to external bodies.
- To arrange, coordinate, and monitor Work Experience placements for KS4 pupils, ensuring placements are meaningful and relevant.
- conduct rigorous risk assessments and health and safety checks for all work placement providers to ensure the safety and welfare of pupils.
- To encourage pupils in personal development, achievement and integration into the school.
- To support pupils at college and other provisions.
- To support out of classroom activities as part of a broad and varied curriculum.
- To ensure Child Protection and Safeguarding is of paramount importance.

- Follow procedures for accident, illness, absconding and absence for pupils and to adhere to all school policies.
- Contribute to any meetings that are called for the education and welfare of pupils.
- Attend department and whole school staff meetings.
- To conduct any reasonable duties as directed by the Head of Education or their representatives.

Teaching, Training and Supervision

- Undertake regular line management.
- Receive regular CPD.
- Attend external CPD and qualification courses pertaining to the role.
- To contribute to the development and maintenance of the highest professional standards of practice, through active participation in internal and external CPD, training and development programmes, in consultation with the middle and senior leaders.

ICT Responsibilities

- Use IT and computers in day to day work in order to facilitate more effective communication and presentation of information.
- This includes word processing, e-mail, electronic record keeping and information sharing, multimedia presentation and teaching, and specialist IT programmes.

General

- Maintain the highest standards of record keeping including electronic data entry and recording, report writing and the responsible exercise of professional self-governance in accordance with professional codes of practices and School policies and procedures.

Safeguarding

- Safeguarding is everybody's business. The welfare and safeguarding of children and young people should be of paramount consideration, whatever your role or level of responsibility is within the organisation.
- All employees are required to ensure compliance with the company's guidance and policy on safeguarding and are required to attend safeguarding training appropriate to their level of responsibility.

Confidentiality

- You will be required to maintain confidentiality of information, access information only on a need to know basis in the direct discharge of duties and divulge information only in the proper course of their duties.

Note: This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager. This job description will be reviewed regularly in the list of changing service requirements, and any such changes will be discussed with the post holder.

The post holder is expected to comply with all relevant school policies, procedures and guidelines, including those relating to Equal Opportunities, Health and Safety, GDPR and Confidentiality of Information.