

# Job Description: Careers Lead

**Job Title:** Careers Lead

**Location:** 3 Dimensions School – Across Chardleigh & Hummingbird Sites

**Contract Type:** Permanent

**Responsible to:** Head of School / Senior Leadership Team

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## Purpose of the Role

To lead on identifying, supporting and advocating for young Careers across the school, ensuring they are able to engage fully in education despite additional responsibilities at home.

The Careers Lead will work closely with students, families and external agencies to reduce barriers to learning, promote wellbeing and ensure that provision is responsive, inclusive and aligned with safeguarding and pastoral priorities.

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## Key Responsibilities

### Identification and Support

- Develop and maintain a clear system for identifying young Careers across both sites
  - Build trusted relationships with pupils to enable early disclosure of caring responsibilities
  - Maintain an up-to-date register of young Careers
  - Provide targeted support to address barriers to attendance, engagement and wellbeing
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### Student Wellbeing and Pastoral Care

- Offer regular check-ins and support sessions for identified young Careers
  - Support emotional wellbeing, resilience and coping strategies
  - Coordinate interventions where required (e.g. mentoring, safe spaces, flexible routines)
  - Ensure young Careers feel valued, understood and supported within school
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### Family and External Agency Liaison

- Work closely with parents/Careers to understand individual family contexts
- Liaise with external agencies (e.g. Young Careers services, social care, early help teams)

- Signpost families to appropriate support services
  - Contribute to multi-agency meetings where required
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## **Attendance and Engagement**

- Monitor attendance and engagement of young Careers
  - Work proactively to remove barriers to attendance
  - Support flexible and personalised approaches where appropriate
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## **Staff Training and Awareness**

- Raise awareness of young Careers across the staff team
  - Provide guidance and training on:
    - Identifying young Careers
    - Supporting their needs in the classroom
  - Ensure staff understand the impact of caring responsibilities on learning and behaviour
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## **Safeguarding and Compliance**

- Work in line with **Keeping Children Safe in Education** and school safeguarding policies
  - Highlight safeguarding concerns promptly to the DSL
  - Ensure that young Careers' needs are considered within wider safeguarding and pastoral systems
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## **Whole School Development**

- Contribute to whole-school pastoral and wellbeing strategies
  - Support policy development relating to young Careers
  - Ensure provision aligns with inspection expectations (Ofsted/ISI – Personal Development and Safeguarding)
  - Monitor and evaluate the impact of the young Careers provision
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## **Person Specification**

### **Essential**

- Experience working with children or young people, ideally within SEN or pastoral roles
- Strong understanding of safeguarding and pupil wellbeing
- Excellent communication and relationship-building skills
- Ability to work sensitively with families and external agencies
- Organised and able to manage confidential information

## **Desirable**

- Experience supporting young Careers or vulnerable groups
  - Knowledge of SEND and EHCP processes
  - Experience working in a school or alternative provision
  - Understanding of trauma-informed practice
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## **Key Skills and Attributes**

- Compassionate, approachable and non-judgemental
  - Strong advocacy for vulnerable learners
  - Calm, patient and solution-focused
  - Ability to build trust quickly with pupils
  - Reflective and proactive in approach
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## **Additional Information**

3 Dimensions School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be subject to an enhanced DBS check.