

JOB DESCRIPTION

POST TITLE: Careers Advice and Business Destinations Manager

POST RESPONSIBLE TO: Strategic lead for Business Engagement & Partnerships with a dotted line to Associate Principal

CONTRACT: Full time (Term time + 2 weeks)

SALARY: Grade 6, SP 12-18 Full time 28,598-31,537, Pro rata- 25,081-28,320

JOB PURPOSE

This is a vital role in the Academy for our student offering. Professional, highly organised and motivated by student success, you will be responsible for the maintenance and development of our relationships with business partners as well as ensuring that our students maximise opportunities to move to successful destinations including Level 3+, Level 4+ Apprenticeships and Degree courses, through appropriate careers advice and guidance meetings, meeting Gatsby Benchmark 8 requirements. To deliver, as directed, the careers and higher level destinations strategy of the Academy.

Principal Responsibilities

- To signpost students to relevant apprenticeship opportunities and support them through initial application to acceptance
- To target specific students in terms of access to Level 4+ apprenticeships, providing support as necessary
 - To meet with your line manager annually to set Professional development and student destination targets
 - Develop partnerships and networks with local employers to support the Academy in ensuring students have greater direct exposure to the world of work and the full range of career pathways
 - To work with the pastoral team to ensure students are prepared for and meet the UCAS deadlines, with high quality personal statements and appropriate university choices, working alongside Tutors and relevant teaching staff for content
 - To work with Higher Education Institutions including our partner, the University of Warwick, to promote opportunities for students and raise aspirations for lifelong learning
 - To facilitate the provision of workshop sessions which may include CV writing, applications, preparing for interviews. To ensure students are well signposted to different guidance activities and promote the use of the National Careers Service
 - To design, select and provide activities, resources and services to meet students' career needs
 - To provide careers guidance to students so that they consider a wide breadth of career possibilities
 - To disseminate information to colleagues, students and parents on up to date developments in Higher Education, employment and apprenticeships
 - To research and provide up to date information on local and national career opportunities and keep students and colleagues informed of new developments and trends
 - To lead on compiling and the analysis of progression data when students move on from WMG Academy Solihull
 - To support lessons and assemblies on careers as required
 - To support the work completed by pastoral teams to encourage applications to our VI Form
 - To provide relevant information to Key stakeholders on student destinations, including Solihull Council, Baker Dearing Trust and Compass+.

Personal Guidance

- To provide every student with at least one personal guidance meeting, by the age of 16, and a further meeting by the age of 18 in line with Department of Education recommendations
- Meetings should be scheduled in the careers programme to meet the needs of students
- Information about personal guidance support, and how to access it, should be communicated to students and parents and carers, including through the school website
- Ensure that independent careers guidance is provided to all ECHP students.

Other Responsibilities

- To liaise, where appropriate, with external agencies and persons or bodies outside the Academy including families
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development, especially mandatory training
- To engage actively in the performance appraisal process.

Any other duties commensurate with the level of this post and as directed by the Middle Leadership, Senior Leadership or Trust.

PERSON SPECIFICATION FOR BUSINESS ENGAGEMENT & STUDENT DESTINATIONS MANAGER

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

REQUIREMENTS	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
QUALIFICATIONS	
The post holder must be able to demonstrate:	
GCSE (or equivalent) grade C or above in English and Mathematics	E
Educated to A Level/Level 3	D
Evidence of continuing professional development	D
Qualification in careers guidance	D
EXPERIENCE	
Experience as working as part of a team and independently	E
Experience of multi tasking in a busy environment	E
Experience of working in an Education setting and understanding of UK qualifications	E
Previous education administration experience	D
Experience of working with employers	D
KNOWLEDGE AND SKILLS	
Excellent verbal communication skills	E
Excellent interpersonal skills	E
Excellent organisational skills	E
Computer literate and familiar with applications such as MS Office	E
Ability to work unsupervised and take initiative	E
Good written communication skills	E
PERSONAL ATTRIBUTES	

A commitment to ensure data is stored/disposed of appropriately and PC literate	E
Ability to establish positive relationships with students, staff and visitors	E
Flexibility and adaptability	E
Confidentiality and discretion	E
A commitment to safeguarding to learners within the academy E	E
Enthusiasm, optimism and energy	E
Ability to organise, plan and prioritise	E

All offers are subject to clearance of references and enhanced DBS checks