



Ark Elvin Academy

Job Description: Personal Development and Careers Lead

Reports to: Assistant Principal

Location: Wembley - excellent transport links to Central London

Salary: Grade 7, Point 14-24 Term time only

The Role

The Personal Development and Careers Lead will lead 1:1 and small group careers and destinations discussions; develop our work experience programme; target opportunities from partners to the right pupils and evaluate their impact; use data in a sophisticated way to make sure all pupils access the full range of activities we have to offer.

The successful candidate will ideally be a Level 6 qualified careers advisor or be willing to train towards becoming one.

Key duties:

The successful candidate for this role will have responsibility for:

- Organising, managing and delivering – personally or through local and network partners – careers advice, education and guidance in years 7-13 that meets the Gatsby benchmarks.
 - Leading 1:1, small group and whole cohort activities and events;
 - ensuring all pupils have the desired exposure to FE, HE and apprenticeships providers and employers;
 - Lead all 1:1 guidance meetings with certificating cohorts- ensuring all Yr 11, 12 and 13 pupils make good choices regarding next steps.
 - Support transition of SEND and at risk pupils.
- Leading on the design and implementation of CEIAG provision at Sixth Form including the development of bespoke careers events, signposting of Higher Education opportunities and working on the delivery of Unifrog within the Sixth Form tutor team; ensuring all Yr 12&13 pupils receive bespoke guidance throughout their application process.
- With Careers Curriculum Lead/HoD PSHE – ensuring all pupils complete aspirations quizzes twice a year and that data from these are used to target activity based on need, preference and interest.
- Organising Work Experience placements for students in Yr 10&12, as appropriate and ensuring all placements are Health and Safety checked. Where needed also meeting with local businesses to secure placements for students.
- Recording, collecting, and forwarding student information and destination statistics to Ark and Brent.
- Identifying and prioritising students for guidance, based on vulnerable groups and devising tailored packages of support for those most in need.
- Working with Events lead and local universities to develop opportunities for collaboration and to increase widening participation.

- Supporting Heads of Department with the organisation of careers-related experience days/trips etc. and a programme of industry-related speakers, as appropriate.
- Making use of Compass+ and gathering regular feedback from pupils, employers and parents to evaluate the quality and impact of the careers programme.
- Building up an alumni network.
- Designing and updating relevant display across the academy to advertise careers work.

Person Specification: Personal Development and Careers Lead

Qualification criteria

- Level 6 qualification in careers guidance or willingness to work towards this
- Right to work in UK
- Good literacy and numeracy

Essential experience

- Experience of working in a fast-paced environment dealing highly confidential information.
- Experience of liaising with a range of external agencies is ideal but not essential
- Experience of working within a school setting is ideal but not essential

Skills and attributes

- We are looking for these skills and attributes or at the very least, a candidate's clear, demonstrable capacity to develop them:
- Strong IT skills including excel and a good capacity to learn how to use different platforms to support the work.
- Experience of working with young people preferably in a school or college setting
- Thorough knowledge of education, employment, training and personal development opportunities that are available for young people/labour market information
- Have the ability to engage with and inspire young people with SEND and disadvantaged as well as with their parents/carers
- Demonstrate professional commitment to Children's rights, equal opportunities and diversity.
- Undertake administration duties to ensure that all delivery evidence is complete and compliant in line with contract and quality standards

Alignment with Elvin vision

- Relentless drive to do whatever it takes to ensure all pupils succeed.
- Embody our core values – integrity, courage, community and mastery – in all aspects of work and conduct.
- The belief that with the right environment all of our pupils are able to excel at university, or in a meaningful alternative.
- The courage and conviction to make a difference.

Communication skills

- The ability to listen and communicate effectively.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
- The ability to influence and motivate others.

Working with others

- Develop and communicate a shared vision.
- Model desired behaviour and values.
- Hold others to account for high standards of performance.
- Understand and resolve conflict.

Problem solving

- Identify, analyse and resolve problems and issues.
- Develop plans with concrete outcomes and effective solutions.
- Evaluate results and identify necessary actions.
- Make fact-based decisions.

Resilience

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.

Results and learning orientation

- Awareness of own strengths and limits.
- Commitment to ongoing improvement and learning.
- A passion for own role and that of others.
- Focus on achieving challenging goals and results.
- Resourcefulness and flexibility in delivering outcomes.

Leadership

- Effective team worker and leader.
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Acts as a role model to staff and students.
- Vision aligned with Elvin's high aspirations, high expectations of self and others.

Other

- This post is subject to an enhanced DBS disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

