**JOB DESCRIPTION**

**Post:** Careers Lead

**Reporting to:** Assistant Principal

**Location:** ArkCharter Academy, Portsmouth

**Contract:** Full-Time

**The Role**

As Careers Lead, you will develop and oversee a comprehensive careers education programme, ensuring students receive high-quality guidance, employer engagement, and work-related learning opportunities. In this role, you will connect students with employers, industry professionals, and higher education providers, giving them real-world insights into different career pathways. You will oversee work-related learning, organise career fairs, work placements, and employer led projects. Working closely with staff, you will integrate careers education across the curriculum, ensuring students develop employability skills and make informed career choices. Your leadership will be instrumental in creating an academy-wide culture of ambition, employability, and future planning, ensuring every student receives high-quality career support.

**KEY RESPONSIBILITIES**

**Careers Strategy and Leadership**

* Develop and implement a comprehensive careers education programme, aligned with the Gatsby Benchmarks.
* Lead careers provision across the academy, ensuring it meets statutory requirements.
* Provide strategic oversight of work-related learning, employer engagement, and student progression pathways.
* Maintain strong relationships with businesses, universities, colleges, and training providers to enhance student opportunities.

**Student Support and Guidance**

* Deliver careers education sessions, supporting students in exploring future pathways, employability skills, and labour market trends.
* Provide one-to-one careers advice, helping students make informed decisions about post-16 and post-18 destinations.
* Organise career fairs, employer talks, workplace visits, and mock interviews to strengthen industry links.
* Develop work experience programmes, coordinating placements that align with student aspirations.

**Curriculum Integration**

* Work with teaching staff to embed careers education across the curriculum, ensuring real-world application subjects.
* Train and support staff in delivering high quality careers advice, ensuring consistency in provision.
* Promote a culture of ambition, employability, and informed decision-making among students.

**Monitoring and Compliance**

* Ensure compliance with statutory careers guidance, tracking student progression and outcomes.
* Monitor and evaluate the impact of careers programmes, using data to drive improvements.
* Report on careers provision to leadership teams, ensuring continuous development.

**Other Responsibilities**

* Support Ark’s commitment to safeguarding and promoting the welfare of children and young people.
* Adhere to Ark’s data protection policies and procedures.
* Liaise confidently and professionally with colleagues and external stakeholders.
* Engage with Ark’s wider network, attending relevant meetings and training sessions.
* Contribute to the whole-school initiatives, training and enrichment activities as required.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the academies and their implications.

**Person Specification**

**Essential Criteria**

* Experience in careers education, guidance, or employability programmes
* Strong understanding of Gatsby Benchmarks, statutory careers guidance, and labour market trends
* Ability to develop and implement a strategic careers programme that supports student progression
* Excellent communication skills, engaging with students, employers, and educational institutions
* Ability to deliver careers sessions, providing personalised guidance and work-related learning opportunities
* Strong organisational skills, capable of planning career events, work placements, and industry-linked activities
* Passion for helping students explore future pathways, ensuring informed decision-making

**Desirable Criteria**

* Qualification in careers guidance
* Experience coordinating work experience programmes or industry placements
* Familiarity with apprenticeships, vocational routes, and higher education pathways
* Knowledge of local and national employment trends, supporting students with relevant guidance

**Personal Characteristics**

* Genuine passion for and a belief in the potential of every student
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action
* Deep commitment to Ark’s mission of providing an excellent education to every student, regardless of background
* Excellent interpersonal and organisational skills
* Resilient, motivated and committed to promoting excellence
* Reflective and proactive

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Right to work in the UK
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [here](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*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*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*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*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*