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|  | **Job Description** |
| Job Title | Head of Careers |  |
| Responsible to | Head of Sixth Form |  |
| Department | Careers |  |

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| **Purpose of job and primary objectives:** |
| At a fundamental level, the Head of Careers will ensure that the College meets and exceeds statutory careers requirements, as specified by the Department for Education. Therefore, although much of the focus will be on Sixth Form students, this is a cross-College role that requires the development of a coherent, integrated careers programme starting in the Prep School.Consequently, the Head of Careers will need to organise and coordinate a wide range of events in conjunction with colleagues such as the Head of Sixth Form and the Head of PSHE. They will need to be confident in providing information and advice to students, parents and staff on both an individual and group basis, as well as taking ownership of all careers-related resources. A crucial part of the role will involve developing external links between the College and world of work, drawing on the College’s extensive network of alumni (working with the OC Society), parents and building partnerships with appropriate external providers. The role will also involve forging links with employers in Bristol to ensure that students benefit from living in such a vibrant city. Ultimately, the Head of Careers will play a central role in ensuring that all our students are exposed to the widest range of post-Clifton opportunities and given the highest-quality advice and support to help them achieve their aspirations. |

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| **Strategic Responsibilities:** |
| * Ensuring compliance with Government’s Careers Strategy and statutory guidance
* Developing cross-College Careers plan
* Working closely with Head of PSHE to develop Sixth Form ‘Clifton Futures’ Programme and to identify opportunities to link Careers with the broader PSHE curriculum
* Expansion of provision for medic/vet/dentistry/law/architecture etc. university applications
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| **Operational Responsibilities:** |
| * Monitoring Gatsby benchmark criteria across College
* Organising the Careers Fair and attendance of similar events
* Supervising Morrisby testing
* Maintaining Careers data on Unifrog
* Compiling and distributing weekly Careers updates to relevant groups
* Coordinating work experience for Year 11 post-GCSEs
* Hosting 1:1 meetings with pupils and running Careers workshops
* Inviting/hosting a range of visiting speakers
* Management of the Careers Library (material and online)
* Advising on apprenticeships and alternatives pathways to university
* Development and maintenance of Careers section of College website and other relevant media
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| **Networking Responsibilities:** |
| * Building a network with local businesses & universities to identify employer contact opportunities
* Liaising with Old Cliftonians (OCs) about career guidance, mentoring and opportunities
* Representing Clifton College on Rugby Group Careers Leaders meetings
* Working with the Bristol Education Partnership schools to identify opportunities to share resources, events and careers initiatives
* Working with third party careers information providers and developing a ‘supplier strategy’ to ensure effective use of college funds and value for money
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| **Additional Responsibilities:** |
| * Liaising with/briefing Housemasters/mistresses, Heads of Departments, tutors and SLT
* Contributing to the retention & recruitment of Sixth Form students
* Contributing to smooth running of Sixth Form team
* Keeping up to date with changes in the job market
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| **What we are looking for:** |  |
| **Essential:*** Progressive and ambitious attitude to developing the College’s careers provision
* Flexibility, resilience and a sense of humour
* Enjoyment of working with children aged 7 to 18
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| **Knowledge & experience:**Essential:* *Either* previous experience advising on careers/employment *or* extensive personal experience in the world of work

Desirable:* Experience of working in schools/education
* Deep knowledge of the range of career opportunities available to students post-18
* Familiarity with statutory careers requirements for schools (e.g. Gatsby benchmarks)
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| **Skills Required:**Essential:* Strong IT skills and an ability to learn systems used by the College
* Excellent time management and organisation
* Excellent written and oral communication

Desirable:* An ability to contribute to the College’s social media, website etc.
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| **Other general responsibilities:** |
| **Values and behaviours*** Uphold Clifton College’s values.
* Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment.

**Equal Opportunities*** Maintain an up-to-date knowledge of Equality and Diversity legislation and the College’s Equality and Diversity policies and procedures.

**Safeguarding*** Maintain an up-to-date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures.

**Health and Safety*** Ensure that an up-to-date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable.

**Professional Development*** Maintain and update knowledge and skills in line with legislation and the needs of the role.
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| **Other information:** |
| * This is a term-time only role
* Salary in the region of £28,000
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Date: 6th November 2021

Prepared by: Nick Mills