



QUORN HALL
SCHOOL



Careers Lead

Quorn Hall School is a well established independent therapeutic school for Children and Young

People aged 6–17 years with Social, Emotional and Mental Health difficulties (SEMH). Many of the pupils at Quorn Hall School have additional special educational needs and diagnoses such as Autism and Attention Deficit Hyperactivity Disorder. Our culture here at Quorn hall School is based on a trauma informed attachment awareness and a low arousal approach.

Quorn Hall School is part of Newcome Education. Our schools are characterised by their shared expertise and specialism for supporting autistic children and young people and those who have social, emotional and mental health needs. We place equal emphasis on academic input and therapeutic support, and believe that grades and qualifications should not be the sole measure of success for our students. We ensure that our learners gain relevant, nationally-recognised qualifications alongside developing the necessary independence and life skills required to enable them to follow pathways to a meaningful career and fulfilling adulthood.

Careers Lead

Reporting to: Assistant Headteacher

Contract type: Permanent, Full time, Term time only, plus 10 days during the summer holidays (one of which must be the exam results day)

Salary: £25,000

Hours: 08:30 - 16:30

Start date: 27th August 2024

Job Description

Overview:

The careers lead will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance. They will take responsibility for supporting young people's pathway into adulthood and supporting KS4 transitions to their next destination.

Main functions:

- To plan the whole school curriculum area for careers advice and guidance and deliver sessions to Key Stage 4 (up to 3 lessons per week)
- Build positive relationships with our students and encourage them in their interests
- Develop and maintain relationships with alumni.
- Create and manage an alumni network to facilitate networking opportunities and mentorship for current students.
- Ensure that the school meets all of the objectives set out by the government such as Gatsby benchmarks and the Baker clause
- Coordinate with local businesses to identify and create opportunities for our students, including work experience.
- Arrange and oversee career interviews conducted by external advisors, ensuring alignment with students' aspirations and goals.
- Organise work experience placements, ensuring compliance with health and safety regulations and providing support and guidance to students throughout their placements.
- Collaborate with post-16 provisions to establish partnerships and facilitate smooth transitions for school leavers. This includes colleges, training providers and local authority SEND departments.
- Plan and deliver a Preparation for Adulthood curriculum, with some teaching responsibility.

- Collaborate with subject departments to design and implement career-related activities tailored to specific subject areas.
- Gather and analyse data related to careers and transitions and communicate findings to relevant stakeholders.
- Coordinate trips, visits, and guest speaker events to expose students to various career paths and industries.
- Facilitate the transition of school leavers into post-16 placements, providing guidance and support as needed, including applications, interviews and transition days.
- Conduct exit interviews for natural school leavers.
- Perform break duties as required by the school's schedule.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school/service as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<p>A minimum of GCSE grade C Maths and English or equivalent.</p> <p>Full clean driving license (business insurance will be required)</p>	<p>Level 6 Diploma in Careers Advice and Guidance</p> <p>To hold a nationally recognised Teaching Qualification</p>
Experience	<p>Work with young people, in an educational / residential / social work / youth work or other similar setting.</p> <p>Experience in delivering sessions to young people in groups of 8</p> <p>Experience of working with Young people with additional needs, specifically SEMH and Autism</p> <p>Organising trips e.g. careers fairs / interview days</p> <p>Administration experience and have good working knowledge of ICT equipment and resources.</p>	<p>Working within the careers sector</p> <p>Creating learning resources</p> <p>Experience in delivering of careers sessions specifically</p>
Knowledge, Skills &	<p>Skilled and knowledge around building and sustaining effective working relationships with children and young people</p> <p>Awareness and understanding of special educational needs, particularly SEMH and ASD</p> <p>Organisational and administrative skills</p> <p>Competent with common IT systems, e.g. Google, Microsoft</p> <p>High standards of communication (verbal and written)</p>	

	<p>Time management and planning</p> <p>Ability to lead and work as a member of a team to achieve agreed objectives</p> <p>Ability to establish and develop strong relationships with stakeholders</p> <p>Ability to handle confidential information sensitively, and knowledge of relevant data protection practices</p> <p>Knowledge of further education and higher education</p> <p>Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks</p>	
<p>Personal Qualities</p>	<p>Strong interpersonal and networking skills</p> <p>A passion for the role of supporting children and young people with SEMH to maximise their potential.</p> <p>Sensitivity and understanding, to help build good relationships with colleagues and pupils</p> <p>Resilient, positive, forward looking and enthusiastic about making a difference</p> <p>Capacity to inspire, motivate and challenge children and young people</p> <p>The ability to remain calm in stressful situations and support other staff or children and young people at times of difficulty or in demanding situations.</p> <p>Ability to define, recognise and maintain professional boundaries.</p> <p>A commitment to Safeguarding</p>	

	children. Commitment to maintaining confidentiality at all times	
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Quorn Hall School is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974.

I understand that if I am shortlisted for this role I will be required to obtain an Enhanced Disclosure & Barring Service Check (DBS) and complete a self disclosure for cautions and convictions.