



THE WALLACE HIGH SCHOOL

FULL TIME PERMANENT HEAD OF CAREERS TEACHING ALLOWANCE 3

General Information

The successful candidate will lead the development and implementation of comprehensive careers education, information, advice and guidance programmes, (CEIAG) ensuring that our students receive the support and resources and develop the skills they need to make informed decisions about their future academic and career pathways.

The new Head of Careers will also teach a reduced subject timetable which can vary from year to year.

Main Responsibilities

Leadership

- Leading the team of teachers, administrators, external partners and others who deliver career guidance for UCAS and other university applications.
- Advising the senior leadership team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks. (At Wallace we use the Gatsby Benchmarks to assess our effectiveness).
- Reporting to senior leaders and governors.
- Reviewing and evaluating career guidance and providing information for school development planning, ETI and other purposes.
- Preparing and implementing a CEIAG development plan and ensuring that details of the programme and calendar of events are published on the school's website.
- Understanding the implications of a changing economic and technological landscape for career guidance.
- Ensuring statutory reporting on Leavers' destinations and evaluating these annually.
- Ensuring the provision of independent career guidance and facilitating providers of FE, HE and apprenticeships in their delivery of information about alternative pathways to pupils in school.
- Creation of an annual Careers Fair/Convention for key stage 3 & 4.

Management of the Careers Education Curriculum

- Planning and overseeing the programme of CEIAG activities for all key stages in collaboration with HODs.
- Designing and delivering a comprehensive careers education curriculum, integrating relevant topics such as career exploration, goal and target-setting, decision-making skills, and job search strategies.
- Briefing and supporting teachers involved in the careers education programme.
- Managing the work of others e.g. Careers Advisers and other staff involved in the delivery of CEIAG.
- Mapping of CEIAG across the curriculum.
- Communicating with pupils and their parents, including the provision of interviews to support subject choice at age 14 and 16.
- Monitoring access to, and take up of, careers guidance and subject choices.
- Managing the careers budget as appropriate.
- Managing your own CPD and supporting the ongoing CPD of colleagues in the careers team.

Coordination

- Managing the provision of career and labour market information.
- Managing the careers section of the school's website, ensuring information is accurate and up to date.
- Liaising with the PD Coordinator and other subject leaders on the planning of career education and guidance.
- Liaising with teachers, the Learning Support Coordinator and Heads of Year to identify and then support pupils needing specific guidance.
- Referring pupils to Careers Advisers for statutory interviews.
- Communicating with pupils and their parents about subject choice, university applications, alternative pathways and all aspects of CEIAG.
- Managing the collection of Subject Choice Data for GCSE and A-Level.

Networking

- Establishing and developing links with FE colleges, apprenticeship providers, and universities.
- Establishing and developing links with employers.
- Negotiating service level agreements as required.
- Managing and growing links with external organisations and employers.
- Organising guest speaker events and workshops.
- Securing funding for careers related projects.
- Building a network of alumni who can help with the careers guidance programme.

Self-evaluation

Data Analysis and Reporting: Collect and analyse data related to student outcomes, career interests, and post-secondary placements, and use this information to evaluate the effectiveness of the CEIAG programme.

Shortlisting Criteria:

Essential Criteria

Applicants must (as at 1 September 2023)

- Bachelor's degree 2:2 minimum in a subject which forms part of the Wallace Curriculum
- Be a qualified teacher recognised by the Department of Education and GTCNI
- 5 years' or more experience, in careers education, advice, information and guidance, in an educational setting of more than 500 students with a Sixth Form of over 100 students (as of 1 September 2023)

Desirable Criteria

Preference may be given to applicants who (as at 1 September 2023)

- Paid experience of TA1 or more, as an Assistant Head of Careers or Head of Careers in a post primary school of more than 500 students with a Sixth Form of more than 100 students.
- Relevant professional certifications in CEIAG/Careers Education or completed professional development in CEIAG.
- Experience of successfully organising and evaluating the effectiveness of Careers Conventions/Fairs.
- Experience of successfully organising and evaluating the effectiveness of Alumni Networking Events.
- Experience of successfully advising and guiding students with university applications outside ROI and UK

The Board of Governors reserves the right to enhance the above criteria at shortlisting.

Skills and Competencies

- Excellent organisational and project management abilities, with a focus on attention to detail and the ability to multitask effectively.
- Demonstrated leadership skills, including the ability to inspire and motivate a team towards achieving common goals.
- An understanding of career development theories, support techniques and assessment tools to help individuals explore their interests, skills, and values and make informed career decisions.
- Excellent verbal and written communication skills to interact effectively with students, alumni, parents, employers, and other stakeholders. This includes the ability to listen actively, convey information clearly, and tailor communication to different audiences.
- Networking abilities to establish and maintain relationships with employers, industry professionals, alumni, and other relevant contacts to create opportunities for students.
- Effective leadership skills to oversee career services staff, coordinate programs and events, and manage budgets and resources.
- Familiarity with career development software, online resources, and social media platforms used for career exploration, job search, networking, and employer engagement.

Applications

It is preferred that application forms are emailed to the Principal's Personal Assistant, Mrs McDowell at recruit@wallacehigh.net. An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Friday, 12 April 2024 at 12 midday**.

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

NB: It is an offence for an individual who is on either of the Department's Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.