



CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

JOB DESCRIPTION

Careers Assistant

Location: Cannock Chase High School, Hednesford Road, Cannock WS11 1JT
Line Manager: Careers Lead and Careers RPA and IAG Manager
Job Grade: Grade 4
Hours of Work: 22.5 hours, term time only (39.2 weeks)

Statement of Purpose

Under the direction of the Careers Lead, be responsible for supporting and developing the careers education programme of activities.

Main Duties & Responsibilities

Support to the Organisation

Under the line management of the Careers Lead.

- Assist in the planning, organisation, and delivery of careers-related events and activities (e.g. careers fairs, employer talks, mock interviews, work experience programmes).
- Liaise with external providers, employers and educational institutions to facilitate high-quality encounters for students.
- Assist with the coordination and tracking of student destinations and work experience placements, sourcing employer opportunities when necessary
- Conduct one-to-one guidance or information sessions with students to support their understanding of post-16 or post-18 pathways, such as apprenticeships, sixth form, further education, university, and employment options.
- Signpost students to appropriate further support or specialist guidance where necessary.
- Help monitor and evaluate the effectiveness of the CEIAG programme in line with the Gatsby Benchmarks and statutory guidance.

Support to Students

- Assist in the coordination of visiting speakers and workshops e.g. for assemblies.
- Support the facilitation of assemblies, lessons and events in school
- Support and accompany trips by students to a range of institutions including but not limited to colleges, HE providers, employers and training providers.
- Oversee the behaviour of students working with external visitors.
- Assist with CV writing, personal statements, applications, and interview preparation.

Administrative Support

- Provide administrative support for the careers programme, including maintaining student records, booking appointments, and managing resources.
- Support the Careers Lead in updating online platforms and communications to students, staff, and parents.

Wider Responsibilities

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Ensure compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure high standards of behaviour, personal presentation - with regards uniform, attendance and punctuality - by each student and ensure that the school Behaviour Policy is adhered to at all times.
- Be prepared to undertake First Aid qualification and contribute to the First Aid responsibilities in the school.
- Undertake relevant training to the role, which may include de-escalation of conflict, behaviour management, classroom practice, etc.
- Ensure all students have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/guardians, welfare officers, health visitors and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at break/lunchtimes.
- Recognise own strengths and areas of expertise and use these to advice and support others.
- Appreciate and support the role of other professionals valuing differences of opinion and approach.
- To establish constructive relationships and communicate with other agencies/professionals in a positive manner.
- To assist with students' needs as appropriate, during the school day.
- Any other duties which are required and commensurate with the post.
- Be willing to undertake minibus driving test, driving the minibus when required.

General Services

- Provide regular updates to the Leadership Team and Governing Body.
- To provide occasional out of hours support for parents' evenings and other key events.
- Assist the Leadership Team in the event of an evacuation or drill.

***Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.**



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PERSON SPECIFICATION

Careers Assistant

Factors	Essential or Desirable	Measured by
Experience		
Experience conducting one-to-one guidance or information sessions with students.	Desirable	AF/I
Experience working in an educational environment.	Desirable	
Demonstrate evidence of developing and implementing strategies to help children and their families.	Desirable	
Experience in an administrative or support role, ideally within an education or careers setting.	Essential	
Qualifications		
GCSE English and Mathematics	Essential	Certificates
Level 6 or above qualification in Careers Information, Advice or Guidance (or willingness to work towards it).	Desirable	
Willingness to undertake minibus driving test	Essential	
Willingness to undertake First Aid qualification	Essential	
Knowledge and Skills		
Knowledge of current careers education frameworks (e.g. Gatsby Benchmarks, CDI Framework).	Desirable	AF/I
Ability to work with a range of people with the aim of ensuring the safety and welfare of children.	Essential	
Excellent record keeping skills and attention to detail, to produce reports, take minutes of meetings, and document safeguarding concerns.	Essential	
Good IT skills, including previous use of education sector packages relating to role and record keeping.	Essential	
Effective communication and interpersonal skills.	Essential	
Ability to build effective working relationships with staff and other stakeholders.	Essential	
Personal Qualities		
Commitment to ensuring the safety and welfare of children.	Essential	AF/I
Commitment to upholding and promoting the ethos and values of the school.	Essential	
Integrity, honesty, and fairness.	Essential	
Ability to work under pressure and prioritise effectively.	Essential	
Commitment to always maintaining confidentiality.	Essential	
Commitment to equality.	Essential	
Have the ability to learn from experiences and challenges.	Essential	
Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	Essential	

