



JOB DESCRIPTION

Job Title:	Head of Futures
Hours:	Part-time (term time only)
Status:	Permanent

Responsible to: Assistant Head, Sixth Form

Functional links with: Deputy Heads, Heads of Faculties, Subject Leaders, Head of PSHE, other academic staff, Year Leaders and pastoral team, Pathways Advisor, SENCo & administrative functions across the school

Job Purpose:

To be responsible for careers education, information, advice and guidance (CEIAG) at Queen's College. To plan, implement and run a skills-based Futures programme for the college that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

Main duties:

- To implement the school's Futures strategy
- To contribute to the Futures development plan
- To coordinate the contributions both of staff from within the school and of external partners, including providers of careers guidance services and employers, into a coherent Futures programme for young people.
- To secure access to personal and impartial careers guidance for young people.
- To advise senior leadership on policy, strategy and resources for CEIAG
- To report on CEIAG to senior leaders and governors
- To review and evaluate the Futures programme
- To identifying sources of funding for CEIAG and help to write bids
- To plan and deliver schemes of work for careers education
- To brief and support teachers and tutors in all things relating to the Futures programme
- To monitor access to, and take up of, careers guidance
- To managing the provision of careers information
- To liaise with Year Leaders, tutors, SENCo and Head of Sixth Form, to identify students needing guidance
- To arrange trips and visits to workplaces and universities
- To coordinate the four-school careers fair, including hosting every fourth year.
- To organise careers and employability weeks including coordinating live and online work experience opportunities
- To establish and develop links with employers

- To establish and develop links with FE colleges, apprenticeship providers and universities
- To be the point of contact for parents and other stakeholders in relation to all CEIAG matters

Whole school responsibilities:

- Communicate with subject staff, other tutors, and the School's safeguarding group with reference to safeguarding of students
- Assist with extra-curricular activities within the School
- Attend full staff meetings, parents' evenings and any assembly or school meetings as required
- Attend GCSE and A Level results day

Child Protection and Safeguarding:

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child (KCSiE 2023).

You must comply with the Queen's College Child Protection and Safeguarding Policy and Procedures and the requirement to report any concerns relating to the safety or welfare of children.

Additional Duties:

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the School.

The post-holder will undertake assigned duties and responsibilities, ensuring that all actions are discharged within the regulatory and legislative requirements to which the School is subject.

March 2024

This job description is current at the above date. In consultation with the post holder it is liable to variation by the School to reflect actual, contemplated or proposed changes in or to the job.

Person Specification – Head of Futures

Qualifications/experience

- The Head of Futures should hold, or be working towards the L6 award in Careers Leadership (or similar) - desirable
- Experience working in a 11-18 school setting - desirable
- Experience of providing advice and guidance to young people - desirable
- Experience of leading training or teaching groups of young people - desirable

Knowledge

- Knowledge of the government's statutory guidance for schools and colleges on providing careers guidance - desirable
- Knowledge and understanding of the Gatsby Benchmarks and how to meet them - desirable
- Knowledge of effective pastoral care and safeguarding and child protection issues - desirable

Skills and Abilities

- Strong communication, interpersonal and presentation skills - essential
- High level of written and spoken English - essential
- Strong IT skills - essential
- Strong organisational and administrative skills - essential
- Ability to create and maintain strong, supportive relationships with staff, parents/carers and pupils - essential

Personal/professional qualities

- Willingness to be fully involved in school life
- Aspirational and empathetic; with a genuine belief in the potential of every pupil
- Resilient, tenacious, determined, pragmatic
- Persuasive and influential
- Personable and able to demonstrate presence
- Collaborative
- Flexible and resourceful
- Demonstrate innovation and creative thinking
- Commitment to continuing professional development
- High expectations of pupils

Signed	Signed
Print name	Print name
Dated	Dated
<i>(Post holder)</i>	<i>(Line Manager)</i>