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The College is committed to safeguarding and promoting the welfare of young people, and expects all staff to share this commitment

## **JOB DESCRIPTION**

### **CAREERS AND ENTERPRISE LEAD**

**GRADE: SO1**

**RESPONSIBLE TO: ASSISTANT PRINCIPAL – PFA**

**TERM: TERM TIME ONLY, PERMANENT**

#### **PURPOSE OF THE ROLE**

- To play a central role in creating sustainable career destinations/outcomes for our students.
- To enhance and develop the Careers and Enterprise Programme at Phoenix College including Preparation for Adulthood, Project SEARCH and any other programmes delivered by Phoenix College, with a focus on meeting the national benchmark criterion and achieving the Quality in Careers Standard.
- To ensure that the Careers Programme at the college has clear and strong links with the curriculum, working towards achieving successful outcomes for all EHCP targets.
- To lead all Enterprise activity at Phoenix College, managing it as a business venture and overseeing its development and delivery.

#### **KEY RESPONSIBILITIES**

- To be able to teach and find work placements for students with special educational needs, including SLD and ASD, and plan lessons effectively to allow students to maximise their progress.
- To grow the Phoenix Enterprise business.

#### **Leadership**

- Advise, and report to, the senior leadership team on policy, strategy and resources for careers guidance showing how they meet national benchmarks.
- Leading the team of teachers, job coaches, administrators, external partners, and others who deliver career guidance.
- To line-manage the Careers Team, overseeing their performance, development, and contribution to the delivery of careers guidance.
- Understanding the implications of a changing education and employment landscape for careers guidance e.g. technical education reform.
- Reviewing and evaluating career guidance and providing information for college development planning, Ofsted and other purposes.
- Preparing and implementing a careers guidance development plan and ensuring that details of the career's programmes are published on the college website and social network accounts.
- Ensuring compliance with the legal requirements to provide independent career guidance and give access to providers of technical education or apprenticeships, to pupils in schools and colleges, including the publication of the policy statement of provider access on their website.
- Leading on the QA of careers documents, including vocational profiles, cv's etc.

- Leading on the quality of outcomes and follow on for all programmes delivered by Phoenix College.

### **Management**

- Monitoring the delivery of careers guidance against national benchmarks.
- Supporting tutors and instructors, providing information and advice.
- Planning the programme of activity in careers guidance.
- Manage own CPD and supporting the ongoing CPD of colleagues in the careers team.
- Briefing and supporting staff involved in careers guidance.
- Managing the careers and enterprise budget as appropriate.

### **Networking**

- Liaising with services to access support funding (i.e. Access To Work, etc).
- Establishing and developing links with employers, community links and local providers for the purpose of growing the careers and enterprise efforts.
- Commissioning career guidance services.
- Managing links with the Local Authority Partnership (LEP) and other external organisations.
- Securing funding for careers and enterprise related projects.

### **Coordination**

- Managing the provision and distribution of careers and labour market information and advice.
- Using data from Evidence for Learning to monitor and improve practice, including work placement numbers, learner outcomes, and progression metrics.
- Managing the careers and enterprise section of the college website, ensuring information is accurate and up to date.
- Organising at minimum, termly events such as the Enterprise Fayre and representing the College at other events.
- Organising whole college events throughout the academic year, such as graduation, transitions fair etc.
- Liaising with teachers, instructors, and job coaches to identify students needing careers guidance and enterprise growth.
- Coordinating encounters with employers and work experience.
- Communicating with students and their parents.
- Liaising with the curriculum team under the development of enrichment opportunities that are linked to careers.

### **Health and Safety**

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures, and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the college community.

**Data Protection**

When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 1998 for the security, accuracy, and significance of personal data held on such systems.

**Whole College Duties**

To play a full part in the life of the school, the College and its community and to support its mission and ethos and to be a role model for staff and students

Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  
This job description is current at the date shown, but in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the job title purpose and grade.

**EQUAL OPPORTUNITIES STATEMENT**

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination

**PERSON SPECIFICATION**

All post holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse learning settings.

Applicants must have:

<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience supporting people with SEN at work.</li> <li>Developing employment programmes for people with SEN.</li> <li>Skilled leader with experience in managing small and medium groups.</li> <li>Knowledge in delivering policies to stakeholders.</li> <li>Experience in job carving for people with SEN.</li> <li>Vast knowledge of supported employment.</li> <li>Experience delivering lessons, especially around functional skills.</li> <li>Secure knowledge of the characteristics of effective learning, teaching and assessment.</li> <li>The ability to lead, motivate and inspire students, support staff and to forge positive relationships with parents.</li> <li>The ability to coordinate and support the work of others.</li> <li>Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li> </ul>
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	<ul style="list-style-type: none"> <li>• The ability to implement clear, consistent and effective approaches to learning, securing excellent relationships and behaviour.</li> <li>• A proven track record in improving results and ensuring students make ambitious levels of progress, academically and at work.</li> <li>• An excellent understanding of target setting and assessment.</li> <li>• Evidence of appropriate continued personal and professional development.</li> <li>• Experience of and commitment to implementing Equal opportunities for all.</li> </ul>
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Higher Level training in relevant learning strategies e.g. PECS, TEACCH.</li> <li>• Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT, first aid.</li> <li>• GCSE English and Maths or equivalent.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• A PGCE or equivalent teaching qualification.</li> <li>• Recognised qualification in SEN.</li> </ul>
<b>Personal Qualities &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to support a team culture.</li> <li>• The ability to show initiative within the framework of a strong and supportive team.</li> <li>• Ability to lead and motivate others.</li> <li>• Ability to help develop and to support a vision of high-quality education based on the moral integrity of the college's core values.</li> <li>• Ability to analyse information and use sound judgement in complex situations.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• Strong written English and good ICT skills.</li> <li>• Proven organisational skills.</li> <li>• Ability to enthuse and inspire students, encouraging them to become good citizens and professionals.</li> <li>• A sense of humour, positive demeanour and enthusiastic, 'can-do' attitude!</li> <li>• Ability to plan and organise time effectively, work under pressure and meet deadlines while keeping equilibrium.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with students.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Displays commitment to the protection and safeguarding of children and young people and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.</li> </ul>

<b>Career Development</b>	<ul style="list-style-type: none"><li>• Shows a desire to further your knowledge, training and career potential.</li></ul>
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