

Capel Manor College

Senior Careers Lead

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Senior Careers Lead
Scale	Business and Learning Support
Grade	Scale SO2
Responsible to	Head of Business Development and Employer Skills
Location	Flexible base at one of our campuses, with regular travel to other College sites and external locations as required.
Contract	Full-time, Term-Time Only

Key Responsibilities:

The Senior Careers Lead is a strategic and operational leadership role responsible for designing, implementing, and continuously improving the college's comprehensive careers, education, information, advice, and guidance (CEIAG) programme. This role requires both strategic vision and hands-on delivery capacity to ensure all students receive high-quality, impartial careers support that meets the Gatsby Benchmarks and prepares them for successful progression.

This is a senior professional role requiring an experienced and qualified careers practitioner who can provide operational leadership while also delivering frontline careers guidance. The postholder will lead the careers strategy, manage quality assurance processes, coordinate cross-college activities, and provide direct guidance to students.

Responsibilities:

Strategic leadership and quality assurance

1. Lead the development and implementation of the college's careers strategy, ensuring alignment with institutional priorities and compliance with statutory requirements including the Gatsby Benchmarks, Ofsted framework, and Matrix standards.
2. Design, monitor, and evaluate the careers programme across all college centres, collecting robust evidence of impact and using data to drive continuous improvement.
3. Manage quality assurance processes for CEIAG provision, including preparation for external audits (Ofsted, Matrix) and internal reviews.
4. Provide professional leadership and support to curriculum teams and tutors in embedding careers education across the curriculum.
5. Careers guidance and support
6. Line management of Careers Advisor(s)

Careers guidance and support

1. Provide high-quality, impartial one-to-one careers guidance to students throughout their learner journey in accordance with the CDI Code of Ethics.
2. Deliver group sessions, workshops, and presentations on careers topics including employability skills, progression routes, and decision-making.
3. Support students during enrolment, open events, and transition points to ensure they make informed course and career choices.
4. Coordinate and manage the UCAS application process, including supporting students and staff with higher education applications.

Programme development and stakeholder engagement

1. Design and deliver an innovative, engaging careers programme including employer encounters, industry visits, careers fairs, and enrichment activities aligned with all eight Gatsby Benchmarks.
2. Build and maintain strategic relationships with employers, universities, apprenticeship providers, and other external partners to create opportunities for students.
3. Develop and maintain comprehensive, current careers resources including labour market information (LMI), online platforms, and information for students, staff, and parents/carers.

4. Monitor student progression data and use insights to target support for students at risk of becoming NEET (Not in Education, Employment or Training).

General Responsibilities:

1. Champion and implement college policies on safeguarding, equality, diversity, inclusion, health and safety, and student welfare.
2. Participate in college quality improvement processes including self-assessment, staff appraisal, and continuing professional development.
3. Operate flexibly to meet the demands of the role, including evening and occasional weekend work for events and activities.
4. Undertake other duties as may reasonably be required in the interests of efficient college operations and student success.
5. Flexibility to work occasional evenings and weekends for events, open days, and parents' evenings.

PERSON SPECIFICATION

Qualifications

Qualifications (Essential)

- Level 6 Diploma in Career Guidance and Development (QCG/DipCG) or equivalent professional careers qualification OR currently working towards completion within 24 months with employer support.
- Level 2 qualifications in English and Mathematics (GCSE Grade C/4 or equivalent) or willingness to achieve within a specified period.
- Professional registration with the Career Development Institute (CDI) or eligibility to register.

Qualifications (Desirable)

- Teaching qualification (PTLLS, AET, Cert Ed, PGCE) or willingness to achieve with support.
- Additional qualifications in coaching, mentoring, or related fields.
- Matrix quality standard assessor training or equivalent quality assurance qualification or experience of successfully leading this accreditation.

Experience (Essential)

- Minimum 3 years' experience in a career's guidance or information, advice, and guidance role within an educational setting (FE, HE, or schools).
- Proven track record of delivering high-quality one-to-one careers guidance to young people and adults, including those with additional learning needs.
- Demonstrated experience of leading or coordinating careers programmes, activities, or initiatives.
- Experience working with the Gatsby Benchmarks and understanding of quality frameworks (Ofsted, Matrix).
- Experience building relationships with employers, universities, and other external partners.

Experience (Desirable)

- Line management, supervision, or mentoring of staff or volunteers.
- Managing UCAS processes and supporting higher education applications.
- Developing and delivering staff training or CPD.
- Working across multiple sites or campuses.

Skills, Abilities and Knowledge (Essential)

1. Passionate commitment to student success and social mobility through high-quality careers guidance.
2. Proactive, solution-focused approach with strong initiative and self-motivation.
3. Resilient and able to work calmly under pressure while maintaining professional standards and a positive service ethos.
4. Collaborative team player who can also work independently with minimal supervision.
5. Flexible and adaptable with a willingness to respond to changing student needs and institutional priorities.
6. Commitment to ongoing professional development and reflective practice.
7. Understanding of and commitment to safeguarding, equality, diversity, and inclusion.
8. Ability to form appropriate professional boundaries with students and maintain confidentiality.

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required