

# Careers, Human Resource and Pastoral Job Description



## Purpose of role

- To ensure that HKKGS is a place where students thrive and knowledge matters by upholding and modelling our values in all aspects of the role
- To contribute towards the school's vision and ethos;

## Careers Advisor

- To support the implementation of the school's careers plan to ensure that the Gatsby Benchmarks are met;
- To work with pupils and students to provide them with impartial careers information, opportunities for learning and advice and guidance to enable them to develop and implement career management skills;
- Demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student;

## Human Resource Assistant

- To provide support to the HR department in various administrative tasks, ensuring smooth operations and effective communication within the organisation.

## Designated Safeguarding Lead

- To take lead responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).
- To take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- To advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

## Person Specification

- High ethical standards, demonstrate honesty and integrity;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Excellent organisational skills;
- Ability to work collaboratively with partner organisations and parents;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- Have a flexible approach towards work and working hours;
- Commitment to ensuring the safety and welfare of children;
- Commitment to maintaining confidentiality at all times;
- Good IT skills;

- Experience of working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups is desirable.
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## Responsibilities

### Careers Advisor

- To deliver impartial careers information, advice and guidance to young people to professional standards on a range of learning opportunities to aid their progression into further learning and/or work;
- To track the ongoing destinations of Year 11
- To support the effective planning, implementation, delivery and quality assurance of the careers programme for the school to ensure it continuously improves and delivers the impacts needed for young people in line with best practice;
- To ensure that, in line with quality assurance, effective record keeping is maintained to a high standard;
- To liaise with external partners, including employers, learning providers and career guidance services to ensure effective implementation of the careers plan;
- To enable young people to develop and implement career management skills through providing access to a range of methods including individual guidance (face to face), group work and on line support;
- To assist with enabling young people to complete career actions plans to agreed quality standards;
- To fully participate in ongoing training and development activities and be responsible for keeping up to date with learning opportunities;
- To refer young people to work and training opportunities as appropriate;
- To provide information and advice to the parents/carers of young people so that they can assist them with their career planning.

### Human Resource Assistant

- Assist in recruitment processes including job postings, recruitment checks, scheduling interviews, and conducting initial candidate assessments.
- Support with new employee induction activities, including preparing paperwork, conducting and assisting with training schedules.
- Maintain employee records and ensure accuracy and confidentiality of HR documents and databases.
- Support with coordinating employee events, meetings, and training sessions as needed.
- Respond to employee inquiries regarding HR policies, procedures, and programs, under the guidance of the Deputy Headteacher.
- Assist in maintaining compliance with laws and regulations.
- Provide general administrative support to the HR team as needed.

## DSL

### **Managing referrals**

- Refer cases of suspected abuse and neglect to the local authority children's social care, Channel programme where there is a radicalisation concern
- Support staff who make referrals
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- Refer cases to the police where a crime may have been committed

### **Working with staff and other agencies**

- Act as a source of support, advice and expertise for all staff and inform the headteacher of issues
- Act as a point of contact with the safeguarding partners
- Liaise with staff on matters of safety, safeguarding and welfare and with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children
- Work with the headteacher to promote educational outcomes, attendance and engagement

### **Managing the child protection file**

- Ensure child protection files are kept up to date, comprehensive and kept confidential and stored securely
- Ensure files are only accessed and shared in line with information sharing advice as set out in Keeping Children Safe in Education (KCSiE)
- Ensure their child protection file is securely transferred to the new in line with advice set out in the KCSiE

### **Raising awareness**

- Ensure each member of staff and relevant stakeholders have access to, and understands, the school's child protection policy and procedures,
- Work with the trustees to ensure the child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children are experiencing
- Support staff to consider how safeguarding, welfare and educational outcomes are linked to inform the provision of academic and pastoral support

## **Training**

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE
- Refresh knowledge and skills at regular intervals and at least annually, including Prevent awareness

## **Other areas of responsibility**

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified
- Review filtering and monitoring provision at least annually
- Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.
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## **Qualification Criteria**

- GCSE in English and Mathematics
- A strong academic track record
- Completion of the Qualification in Careers Guidance is desirable.