

## HEAD OF CAREERS GUIDANCE

### Line manager:

Senior teacher

The Head of Careers Guidance is expected to:

- encourage high standards in all aspects of school life
- contribute to the effective and efficient management of the School
- promote a school culture which is happy, purposeful and productive
- support and motivate students, teachers and other school employees
- encourage consultation and discussion.

Use the links below for a more detailed job description.

1. [Overall Responsibilities](#)
2. [Responsibilities for Students](#)
3. [Responsibilities for Staff](#)

### 1. Overall Responsibilities

*The Head of Careers Guidance will:*

- promote the School's aims
- support the priorities established in the SDP
- ensure that school policies are carried out consistently
- play a major role in developing school policy and practice
- to advise the Head of all matters to do with the provision of references and supporting material. To keep her informed about the progress of applications
- to liaise with colleges and universities by telephone or correspondence
- to maintain and improve the materials in the Careers Room and to ensure their effective use
- to advise the Senior Teacher and Headmistress on all curriculum matters which may affect a student's choice of further or higher education.

### 2. Responsibilities for Students

*The Head of Careers Guidance will:*

- to be responsible for the dissemination to students and staff of all information and advice which may affect a student's eventual choice of further or higher education
- to arrange guidance interviews with students and parents at all stages where choices are made:
  - for GCSE courses
  - for Sixth Form courses (Years 12 and 13)
  - for college and university courses
- to be available to the students informally during breaks and lunch-hours
- to keep up-to-date with entrance requirements
- to check that students will have the necessary requirements
- to oversee the application procedures for colleges and universities, ensuring that deadlines are observed
  - within the U.A.E.
  - in the U.K. and Eire
  - in the U.S.A. or the U.S. style colleges overseas
- to oversee the compilation of student dossiers in preparation for the writing of references
- to arrange 'mock' interviews where appropriate
- to be responsible for organising visits from outside speakers and for briefing such speakers on the circumstances of our students
- to help organise sessions for students, who are about to leave Dubai, providing them with the necessary information to live and study abroad.

### 3. Responsibilities for Staff

*The Head of Careers Guidance will:*

- to liaise with HODs, subject teachers and form teachers keeping them fully informed at all times.