

JOB DESCRIPTION

Job Title:	Careers Advisor
Hours:	37 hours per week, Term time only plus 2 weeks
Contract:	Permanent
Disclosure Level:	Disclosure Barring Service – Enhanced Certificate
Responsible to:	Lead Teacher of Careers
Liaison with:	Head Teacher, Senior Leadership Team, Teaching and support staff, School Improvement Team, Parents, Carers, Advocates, External Stakeholders

Job Purpose:

To improve the life chances of all young people through careers education, advice and guidance to support students in becoming responsible young adults who leave school prepared for the next stage in their development.

Key Responsibilities

Careers Coordination

- To manage the coordination of careers and labour market information being delivered throughout the school.
- To support the Lead Teacher of Careers, Curriculum Leaders and other teachers in the design and delivery of the careers programme year 7- 13. This includes the coordination of in-person work experience for year 10 and 12 students.
- To track the ongoing destinations of year 11 and year 13 leavers.
- To track the school's careers activities and events against the Gatsby Benchmarks using Compass+, completing Compass+ evaluations.
- To complete Evolve for careers trips and organise any required paperwork to support externally delivered careers events.
- Maintain the careers library and careers resources.
- To ensure the schools compliance with any career's legislation and guidance.

Careers Networking

- To liaise with external partners to ensure effective implementation of the school's careers programme.
- Establish and develop links with FE colleges, apprenticeship providers and universities.
- Establish and develop links with employers and the alumni of the school.
- To provide information and advice to the parents and carers of young people so that they can assist them in their career planning.

- To liaise with business leads and the Careers and Enterprise (CEC) to enhance careers guidance and access.

Careers Mentoring

- To deliver careers information, advice and guidance to young people to professional standards to aid their progression into further learning and/or work, including Higher Education.
- To offer all year 11 & 13 students an individual personalised careers interview with SEND students being prioritised and seen early to allow follow up intervention, as required.
- To refer young people to work and training opportunities as appropriate.
- To liaise with pastoral teams and other key staff to identify and work with students that would benefit from careers intervention to re-engage them in their education.

Additional/Occasional Duties

- To support the implementation of school policy and procedures to achieve the key targets of the school.
- To provide pastoral support in particular around transition from KS2 to KS3.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory Orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation).

Safeguarding and Data Protection

Work within the requirements of Data Protection legislation at all times.

Understand your responsibilities in relation to Safeguarding and child protection and how to highlight any issue or raise any concerns.

Remain vigilant to ensure all students are protected from potential harm by following safeguarding and child protection policies and protocols.

Embed a safeguarding culture within the Science team, ensuring they follow safeguarding procedures.

Additional conditions

- Create and maintain positive and supportive relationships with staff, parents, business, community, and all stakeholders.
- The post-holder will be expected to undertake any appropriate training provided by ATLP to assist them in carrying out any of the above duties.
- The post-holder will be required to promote, monitor, and maintain health, safety, and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To promote the vision and aims of the Trust.

- To set an example of personal integrity and professionalism as outlined in the Staff Code of Conduct.
- To attend meetings, training days and CPD sessions.
- To be an effective team player and support the functions of the ATLP.
- Observance of Equal Opportunities, Confidentiality, Health and Safety Policies and Internet Code of Practice.
- Observance of complete confidentiality on all school information is required and any failure so to do may be regarded as gross misconduct in terms of the Disciplinary Policy.
- To take responsibility for becoming familiar with academy policies and abide by them.

An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order
<https://www.gov.uk/government/collections/dbsfiltering-guidance>

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

Person Specification: Careers Advisor

MOA – Method of Assessment

AF – Application Form

I – Interview

T – test

CRITERIA		M.O.A.
EDUCATION & QUALIFICATION	<ul style="list-style-type: none"> • A relevant degree or equivalent experience. • A relevant careers advice and guidance qualification. 	AF/Certs
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> • Providing careers advice to pupils below the age of 16 • The application process for post-16 pathways • The application process for medicine, law and engineering, specifically • Providing careers information, advice and guidance • Working within a school environment • Identifying pathways suitable for individual pupils • Planning and organising careers events 	AF/I
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Demonstrate an understanding of the UCAS application process. • Demonstrate how to identify suitable career pathways. • Demonstrate how to support pupils at risk of not undertaking post-16 pathways. • Demonstrate how to build strategic working relationships. • Show how to motivate and provide CPD for pupils in terms of career choices 	AF/I/T
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Committed to and able to promote the aims of the school and the values of the school and the Trust • Willingness to share expertise, skills, and knowledge 	AF/I
CONTRA INDICATION	<ul style="list-style-type: none"> • Positive Disclosure relating to young people or vulnerable adults 	AF/I