

**Job Description**

<b>Job Title</b>	Careers Adviser
<b>Grade</b>	G
<b>Responsible To</b>	Vice Principal, Principal
<b>Staff Managed</b>	None
<b>Job Family</b>	Pastoral Support
<b>Job Purpose</b>	To deliver impartial careers information, advice, guidance and support to pupils. To develop and deliver presentations and group learning through seminars, workshops and contribution to the tutorial programme in pupil career development. To work with staff in local colleges and external agencies to organise and implement events which support the career development, progression and employability skills of pupils at the school
<b>Job Context</b>	The postholder will develop, implement, monitor and evaluate the provision of the careers education, information, advice and guidance programme throughout the school.
<b>Accountabilities / Main Responsibilities</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• To deliver careers information advice, guidance and support to pupils, to assist them in exploring career ideas, reviewing options, establishing realistic career action plans and helping them to develop their employability skills and progression routes</li> <li>• To develop and deliver presentations and group learning through seminars, workshops and contribution to the tutorial programme</li> <li>• To work with staff in local colleges and external agencies to organise and implement events which support the career development, progression and employability skills of pupils at the school</li> <li>• To be a key contact for pupils college/university application forms</li> <li>• To design and develop relevant learning materials for staff and pupils</li> <li>• Ensure accurate and timely reporting as required</li> <li>• Organisation of work placements</li> <li>• Participate in appropriate parents' evenings and Information evenings.</li> <li>• Responsible for raising awareness amongst staff, governors, students and parents of the importance of well-informed career planning for students across all key stages</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To liaise with Curriculum Areas and other departments in relation to the planning and delivery of employability skills e.g. practice interviews</li> <li>• To liaise closely with relevant members of staff in order to maximise opportunities for pupils</li> <li>• Encourage involvement of parents and governors in the careers programme.</li> </ul>
<b>Partnership or Corporate Working</b>	<ul style="list-style-type: none"> <li>• Liaise with outside agencies to support careers work in school e.g. NYBEP</li> <li>• To represent the school at relevant information, advice and guidance external meetings and events in the region</li> <li>• Build and maintain links with external organisations including HE and FE providers, businesses, and local organisations e.g. Rotary, voluntary organisations etc.</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>• To work with the Senior Leaders to ensure that careers and employability activities organised by information, advice and guidance service remain within budget limits</li> <li>• Manage the careers department budget</li> <li>• Access funding to support the careers work in school</li> <li>• Commission support from external sources as required</li> <li>• To maintain a good understanding of changes in local, regional and national career opportunities</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate</li> <li>• Know about data protection issues in the context of your role.</li> <li>• Maintain confidentiality as appropriate</li> </ul>

	<ul style="list-style-type: none"> <li>• Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To work towards achieving and maintaining an appropriate quality standard for careers information, advice and guidance</li> <li>• Develop and maintain the Careers Department section of the School website</li> <li>• Organise the Careers Library and on-line resources ensuring that there are up to date and appropriate materials</li> </ul>
<b>Planning and Organising</b>	<ul style="list-style-type: none"> <li>• To develop and implement review and evaluation strategies for the information advice and guidance service and the activities which the service is involved in</li> <li>• Produce a Careers Policy Document setting out the vision, aims and objectives of the Careers Department</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement.</li> <li>• Develop own understanding of equality issues.</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances.</li> <li>• Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager.</li> <li>• Permanent &amp; significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>• Understand your own role and its limits, and the importance of providing care or support.</li> </ul>

**Person Specification**

<b>Job Title</b>	Careers Adviser	
<b>Grade</b>	G	
<b>Responsible To</b>	Vice Principal, Principal	
<b>Staff Managed</b>	None	
<b>Job Family</b>	Pastoral Support	
	<b>Essential</b>	<b>Desirable</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>Up to date knowledge of the various career and further education opportunities</li> </ul>		
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Experience in building relationships and working with stakeholders</li> <li>Experience of delivering advice and guidance</li> <li>Experience of delivering presentations to groups</li> <li>Experiencing of interviewing</li> </ul>		<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>
<b>Occupational Skills</b>		
<ul style="list-style-type: none"> <li>Excellent communication and interpersonal skills</li> <li>Ability to engage with young people</li> <li>Presentation skills</li> <li>Interviewing skills</li> <li>Report writing skills</li> <li>Planning and organisational skills</li> <li>ICT skills</li> <li>Enthusiasm and motivation to help young people</li> </ul>		
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Level 6 Qualification in Careers Guidance/Degree level education</li> </ul>		<ul style="list-style-type: none"> <li>Appropriate first aid training (<i>dependant on the school's needs</i>)</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>Enhanced DBS clearance</li> <li>Ability to maintain confidentiality</li> <li>Ability to work outside of normal hours occasionally e.g. parents evenings.</li> </ul>		