



CEDARS
UPPER SCHOOL

Cedars Upper School
Mentmore Rd, Linslade
Leighton Buzzard
Bedfordshire, LU7 2AE
01525 219300

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CAREERS ADVISOR Cedars & Linslade Schools

GRADE: NJC L7
HOURS: 37 hours per week, 41 weeks per year
RESPONSIBLE TO: Assistant Headteacher

PURPOSE OF POST:

- To provide a range of professional guidance and career planning to enhance student employability and raise aspirations.
- To coordinate Work Related Learning (WRL) and Careers activities.
- To support and deliver effective careers guidance, careers education and information for students.
- To support and facilitate the delivery of all work experience programmes.
- To ensure the school provides high quality careers education and guidance.
- Support with the design, select and provide curriculum resources, activities and services to meet students' career needs.
- To work in close collaboration with staff and employers to facilitate student progression and aspiration.
- To support and facilitate on a range of projects which assist and support students into employment or higher education, and act to raise aspiration.

ORGANISATION CHART:

Head of School
Assistant Headteacher
|
Careers Leader

PRINCIPAL RESPONSIBILITIES:



Work Experience Co-ordination

- To manage the delivery of all work experience placements in Key Stage 4 and Key stage 5
- To ensure the school delivers fully on the Gatsby Benchmarks
- Map work experience provision and oversee gap analysis by sector
- To develop local external business links to facilitate work experience placements.
- To ensure that all pupils have at least one university experience by the end of year 8 at Linslade school
- To develop a bank of good practice resources to support new employers taking on work experience placements and internship
- Manage the production of evaluation reports on work experience delivery provision.
- Work closely within the locality to ensure we are offering the best opportunities to our pupils



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Careers Advice and Guidance

- To be part of the team
- To provide outstanding careers guidance coaching and information to students to ensure all students receive sufficient information to consider a wide breadth of career possibilities and have access to independent, impartial and inspirational advice and guidance. This includes guidance in relation to subject options and choices.
- To provide workshop sessions which may include CV writing, applications, preparing for interviews, or applying for volunteering or work experience opportunities, choosing a career or a path into Higher Education.
- To work with Higher Education Institutions, including Russell Group Universities, employers, voluntary organisations and business enterprises to promote aspiration and opportunities for students.
- To ensure there is a clear strategy for the delivery of careers guidance with different activities and services to meet the needs of students at different stages of their development, including within the mainstream curriculum.
- To support and guide students with Apprenticeship applications.
- Develop partnerships and networks with local employers to support the school in ensuring students have greater direct exposure to the world of work and the full range of career pathways.
- To ensure students are well signposted to different guidance activities and promote the use of the National Citizenship Service.
- To ensure that careers advice, guidance and education activities provide students with up to date industry related knowledge and labour market information and available Apprenticeships.
- To design, select and provide activities, resources and services to meet students' career needs.
- To coordinate activities and events relating to Careers education and Guidance, under the guidance of the postholders responsible for careers, and other staff as appropriate.
- To develop, in consultation with postholders the provision of Information Advice and Guidance (IAG) coordination and events related to preparing students for Apprenticeships.
- To support the SLT lead, and other staff, in the coordination of whole school careers events, including careers' fairs.
- To support the school lead and other staff as appropriate with the coordination of projects and events undertaken in conjunction with outside bodies.
- To complete other statutory duties.



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Whole School Support

- To disseminate information to colleagues, students and parents on up to date developments in Higher Education and employment.
- To research and provide up to date information on local and national career opportunities and keep students and colleagues informed of new development trends.
- To lead on compiling destination data when students move on.
- Support in the enrolment and recruitment process to post - 16 provisions as required.
- Undertake full First Aid training and act as a School First Aider, linked to off site visits with students.

General Requirements

The post holder must at all times carry out their responsibilities with due regard to The Chiltern Learning Trust's policy, organisation and arrangements for Health and Safety at Work.

It is your responsibility to carry out your duties in line with The Chiltern Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Be flexible in working to the needs of the school. This post requires two weeks' commitment beyond term time.

Undertake any other duties commensurate with the grade that may be require the school management.

The Chiltern Learning Trust is committed to working in wider partnership which will promote wellbeing outcomes for young people.

All personnel may be required to work across all schools by agreement with the Chief Executive. DIMENSIONS:

Supervisory Management: NA

Financial Resources:



Physical Resources: Office equipment

Other:



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SAFEGUARDING CHILDREN

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences, which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Trust.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

'CVs will not be accepted for any posts based in schools.

Person Specification




This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected Desirable (D):- useful for choosing between two good candidates.



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Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.



Attributes	Essential	How Measured	Desirable	How Measured
Experience	Experience of working with young people between 11-18 years old. Managing, implementing and evaluating action plans. Managing and implementing recording and reporting systems. Producing reports.	1,2	Delivering mentoring and progression services to young people. Multi-agency working. Developing banks of educational resources.	1,2

Skills/Abilities	The ability to motivate. The ability to implement plans. The ability to build good relationships at all levels. The ability to effectively map provision. The ability to promote and maintain quality control in all aspects of work. Team player with energy, commitment, enthusiasm and perseverance. Excellent organisational skills encouraging positive collaborative working practices.	1,2	Ability to be both constructive and critical.	1,2
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Competencies	Able to form appropriate relationships with young people. Ability to represent the school in a professional manner with a calm, tactful and responsible attitude.	1,2		
Equality Issues	Able to identify when discrimination is taking place in service delivery or in the workplace and to take appropriate action where this is identified.	1,2		
Specialist Knowledge	Knowledge of a range of IT software, e.g. spreadsheets and databases. A working knowledge of the English education system.	1,2	Evidence of knowledge, understanding and enthusiasm for the personalised learning agenda.	1,2

Knowledge and understanding of issues facing diverse and inner-city communities within an educational setting.



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Education and Training	Relevant GCSE's or equivalent (inc English and Maths at C grade or above)	4	Higher education qualifications in a related degree. A qualification in Career Guidance and Development Level 6, ie. QCG, NVQ/SVQ Diploma, Dip, CG, AGCAS.	
Other Requirements	Willingness to adjust working arrangements to meet day to day service demands.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that the Trust's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (GDPR 2018)
- (iv) Code of Conduct