

Careers Adviser Job Description

Main Purpose and Object

The role of the Careers Adviser is to support with the implementation of the school strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

Job Description

- Undertake Careers Guidance interviews with individual pupils and in small group settings
- Produce impactful Career Action plans for pupils and parents
- Liaise with Careers Leader, SLT, SENDCo, the LA and Sixth Form leaders, to identify students needing guidance.
- Monitor access to, and take up of, careers guidance interviews
- Track pupil destinations, making timely and astute interventions and reporting destinations on time to relevant stakeholders
- Assist with delivery of Careers events for pupils within the Ridgeway Education Trust
- Promote Careers in assemblies and staff briefings as required and assist with producing fortnightly Careers Notices for pupils and parents
- Report on CEIAG to Careers Leader, senior leaders and governors
- Support the Careers Leader on preparing and implementing a CEIAG development plan
- Support tutors providing Careers Advice
- Provide support on Parents Evening, Options Evening and Exam Results Days for staff, students and parents where required.
- Establish and develop links with employers
- Establish and develop links with FE colleges, apprenticeship providers and universities
- Ensure that websites and social media information pertaining to careers are up to date and accurate
- Manage links and statutory requirements with the LA and other external organisations.

Notes

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employees who develop a disabling condition.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteachers to reflect or anticipate changes in the job commensurate with the grade and job title.

Disclosure Level

A satisfactory enhanced disclosure certificate from the Disclosure and Barring Service (DBS) will be required before appointment to this post can be confirmed.

**Careers Adviser
Person Specification**

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Educated to at least GCSE grade 4 standard or equivalent in English and mathematics or equivalent experience. • QCF Level 6 Diploma in Careers Guidance and Development or willingness to undertake an apprenticeship to gain the Level 6 Careers Guidance Development Diploma. 	<ul style="list-style-type: none"> • Further education qualification/s. 	Application form Interviews Certificate/s (to be available at interview)
Experience	<ul style="list-style-type: none"> • Experience of working in a supportive role with others in a voluntary or paid capacity. 	<ul style="list-style-type: none"> • Experience of working with external agencies and other professionals. • Experience of working with children/young people in an environment to support learning. • Experience as a school-based careers support. 	Application form Interviews
Knowledge and skills	<ul style="list-style-type: none"> • Ability to build and form good relationships with students, parents/carers, colleagues and external agencies. • Strong verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals. • Ability to work constructively as part of a team, understanding school roles and responsibilities, including own. • Ability to use and understand and report on data. • IT proficiency. • Good research skills. 	<ul style="list-style-type: none"> • Knowledge of Safeguarding. • Working knowledge of routes into further and higher education. 	Application form Interviews
Personal qualities	<ul style="list-style-type: none"> • A diplomatic, patient and empathetic approach. • Able to appropriately deal with confidential information/situations. • Ability to show initiative and to prioritise one's own work and meet required deadlines. • Ability to work under pressure. 		Application form Interviews