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 **Job Description**

**Job Title: Advice and Guidance Mentor – Careers and Pastoral Support**

**Responsible to: Head of Key Stage 5 / Assistant Headteacher**

**Salary Grade: 4**

**Key Purpose:**

* To work alongside the existing Advice and Guidance Mentor for Careers to provide careers advice, information and guidance to students about future educational choices and career pathways
* To support the organisation and implementation the comprehensive in-house careers programme and provision
* To provide pastoral assistance and mentorship to students and staff as part of the sixth form pastoral team

**Main Responsibilities:**

* Work alongside the careers lead and pastoral leads to provide a first-class careers provision including individual and group appointments, administration and referrals.
* Support the planning and organisation of careers events within school
* Through individual and group appointments, develop personalised career action plans for KS5 students
* Liaise with training providers/colleges and universities regarding courses on offer
* Liaise with organisations to source training/work experience opportunities
* Assist with personal statements and university applications
* Monitor, record and report student destinations data
* Distribute general careers information relating to events such as university open days, taster days, apprenticeship opportunities, work placement opportunities networking events
* Source business contacts and arranging speakers, apprenticeship opportunities and interview skills training
* Supervise sixth form study area and providing mentoring/ pastoral support for students
* Support the transition of new and vulnerable students into the sixth form
* Mentor disadvantaged/bursary/pupil premium students, ensuring breadth of opportunity

**Additional Duties:**

* Contribute to whole school events such as activities days
* Occasionally escort and supervise pupils on educational visits and out of school activities
* In exceptional circumstances, provide cover for students

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified. Other duties commensurate with the salary and role may be assigned at the discretion of the Headteacher

This job description is current but, following consultation with you, may be changed to reflect or anticipate changes in the role which are commensurate with the salary and job title.

This job description will be reviewed annually in consultation with the post holder through the appraisal process

Job description review history: January 2022