

CAREERS ADVISER

£31,000 – £36,000

Harris Federation

How To Apply

Please visit www.harriscareers.org.uk to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our [**Policy Statement on the Recruitment of Ex-Offenders.**](#)

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team, we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as ‘outstanding’, and all of us are committed to growing our expertise and sharing it with each other.

*Sir Dan Moynihan
Chief Executive*

Our Benefits

We know our success is a direct result of the hard work and dedication of our teams. No matter what your role, by joining the Harris Federation, you will be making a difference to young people across London and in recognition of this, you will be able to enjoy the tangible and intangible benefits of working at Harris.

Harris has a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level.

You will also have access to a variety of benefits, support programmes and initiatives. [Visit our website](#) to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Job Purpose

We are seeking an enthusiastic Careers Adviser to join our dynamic and forward-thinking Careers Team. In this key position, you will work across multiple sites within our Academies, supporting students to make informed, ambitious, and aspirational decisions about their futures.

You will be joining an experienced and knowledgeable team of advisers, from whom you can gain advice and support. Working closely with your colleagues, you will help shape and deliver a high-impact CEIAG programme.

Whether it's further education, apprenticeships, traineeships, or employment, you'll play a vital role in guiding students towards the post-16 and post-18 pathways that best match their goals and aspirations. You will be part of a supportive and collaborative environment, where ideas are freely shared, good practice is celebrated, and guidance is always at hand.

Your contribution will be central to raising aspirations, inspiring ambition, and ensuring that every student, regardless of background or ability, is fully aware of the range of opportunities open to them. Together, we strive to deliver a high-quality, inclusive CEIAG programme from Year 7 to Year 13, empowering all students to achieve their full potential.

Main Areas of Responsibility

Careers Education

- Work with each academy's Careers Lead to plan a high-quality careers education provision that takes into account the new statutory guidance, which includes the enhanced Gatsby Benchmarks and complements the academy's development/improvement plans
- Plan and deliver careers assemblies that broaden students' understanding of the full range of post-16 and post-18 options, as well as other related topics
- Work collaboratively with the Careers Leader to ensure students attend their careers guidance appointments, including, where appropriate, collecting students from lessons/classrooms
- Deliver impartial, personalised career guidance meetings and group sessions that challenge, support, and empower students to make well-informed, realistic, and flexible career decisions
- Maintain accurate and up-to-date electronic records on Unifrog of guidance meetings, including agreed actions and application details
- Provide targeted support for students making post-16 and post-18 pathway choices, including referring those with specific needs, such as students with SEND to appropriate specialist services
- Liaise with external agencies, networks, and partners to enhance the Higher Education and Careers programme and ensure the best possible outcomes for students
- To track, monitor and report on the aspirations of current students
- Engage parents and carers in the careers guidance process where appropriate, keeping them informed and involved in supporting their child's future plans, and attending parents' evenings as needed
- Support with meaningful and aspirational employer encounters that inspire students and broaden their understanding of the world of work.
- Attend results and enrolment days
- Support wider team members, including providing shadowing opportunities and sharing best practice to help build knowledge and confidence across the team
- Contribute to Careers Adviser team meetings by presenting on something learnt or experienced that could enhance practice, inform strategy, or support team development
- Provide support to academies during Ofsted inspections by supplying careers-related evidence and representing the careers provision in Ofsted meetings where appropriate

Careers Information

- Develop links with and keep up to date with the range of opportunities available to students including education, apprenticeships and other work-based education options.
- Work collaboratively and take a lead role in developing ideas and contributing to project work that enhances the careers provision.
- Collaborate and create links with careers professionals, Careers Hubs, employers, colleges, training providers, universities and other professional organisations to ensure students are fully supported in exploring and choosing their career pathways

- Support and enhance the teaching quality of staff delivering careers, providing monitoring and training to ensure they are fully equipped to deliver activities effectively
- Work with the federation careers team to ensure quality provision and drive innovation across all academies, keeping up to date with labour market intelligence and developing national and local industry links.
- Ensure staff and students are aware of the range of opportunities available and are able to take advantage of these links
- Take the lead on key areas that will benefit the Careers Team – maintain links with these stakeholders and keeping colleagues up to date with developments in this area
- Support with organising speakers to undertake presentation or careers activities
- Develop and produce careers literature and web-based information
- Promote the use of careers information including books, software, websites and videos
- In conjunction with the academy librarians, manage the provision of a careers library and information areas, where appropriate

Operational

- Implement Academy policies and procedures
- Audit and evaluate careers education in each Academy
- Work in collaboration with the Careers Team and other colleagues to formulate aims, objectives and plans for careers which have relevance to the needs of students and take into account statutory guidance
- As part of the Careers Team, organise and plan events and activities that support the Careers Education programme of each Academy
- Contribute to the development of a careers policy for each Academy
- Contribute to online and in-person Federation Careers events through planning and delivering sessions.
- Ensure that the work of careers fully reflects the Harris Federation and Academy ethos and mission Keep abreast of the latest developments in careers
- Attend appropriate INSET and training as required ensuring continuing professional development of themselves and others
- Ensure all documentation pertaining to individual students is up to date
- Keep detailed records and complete other administrative tasks pertaining to careers
- Support the coordination and delivery of CPD (Continuing Professional Development) for Careers Advisers and Leaders, identifying training needs and facilitating relevant sessions or resources.

Federation Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities
- To promote equal opportunities and celebrate diversity in all aspects of the Federation
- To play a full part in the life of the Federation community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To support and attend Federation events

- To promote actively the Federation's corporate policies
- To adhere to the Federation's Dress Code
- To comply with the Federation's Health and Safety policy and undertake risk assessments as appropriate
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy 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 employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Diploma in Careers Guidance or Qualification in Careers Guidance to Level 6. 	<ul style="list-style-type: none"> • UK First Degree qualification or equivalent • Qualification in Careers Guidance to Level 7
Experience	<ul style="list-style-type: none"> • Proven experience in delivering impartial, personalised career guidance through one-to-one meetings and group sessions • Experience of successfully motivating individuals to plan and achieve their career goals • Proactive approach and efficient time management, and prioritisation skills. • Be self-motivated, demonstrating an ability to work independently and flexibly within the Academy structure. • Experience of delivering assemblies. • Genuine interest and passion for the education of young people and the ability to contribute more widely to the life and community of the Federation • Experience of developing and delivering CEIAG within in education setting 	<ul style="list-style-type: none"> • Experience of planning and organising events • Understanding of Ofsted careers education assessment criteria for personal development stand
Knowledge	<ul style="list-style-type: none"> • Have an understanding of government guidance for (CEIAG) Careers Education Information Advice and Guidance • Demonstrate both understanding and practical experience of the Gatsby Benchmarks. • Working knowledge of the full range of career opportunities for students, including apprenticeships • Knowledge of the university admissions system and student finance 	<ul style="list-style-type: none"> • Knowledge of non-UK university admissions systems • Working knowledge of Unifrog
Personal Competencies & Qualities	<ul style="list-style-type: none"> • Skilled in building and maintaining positive, professional relationships with academy staff, parents, and external agencies to support student outcomes and the wider careers programme • Be committed to ensuring all students receive appropriate support, advice, and guidance in their post-16 and post-18 pathways • Ability to relate well to young people and a genuine interest in delivering positive outcomes for them • To be prepared to work flexibly across different Academy sites • To be prepared to work outside of normal working hours including evenings and school holidays • Positive, enthusiastic, energetic, flexible with a 'can do' attitude who can adapt to the culture of the academy • Approachable, open and honest. • Ability to adapt to changing situations. • Ability to swiftly adapt to and utilise new/various systems/software. 	

**Federation
Ethos**

- Enthusiasm for and commitment to the achievement of the Federation's overall vision for success at all levels
- Commitment to the highest standards of child protection
- A working understanding and commitment to equality of opportunity for all
- Motivation to work with children and young people
- Ability to build & sustain professional standards, relationships & personal boundaries with young people
- Emotional maturity & resilience in dealing with challenging behaviours
- Ability to contribute towards creating a safe & protective environment
- Empathy with the aims and objectives of Harris Federation
- Willingness to continue professional development
- Commitment to maintaining high standards & expectations
- Commitment to contributing to academy life as a whole
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students

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 jobholder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

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