

# Arden Multi Academy Trust

## Job Description – Careers Adviser

This school has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	<b>Careers Adviser</b>		
<b>Academies</b>	Arden Multi Academy Trust		
<b>Salary Band/Range</b>	Band E		
<b>Responsible to</b>	TBC		
<b>Location</b>	Working within schools across the Trust – Arden & Park Hall Academy (approximate split of 4 days at Arden and 1 Day at Park Hall)		
<b>DBS Check</b>	Enhanced		
<b>Contract</b>	Full time (37 hours per week) 41 weeks: Term Time (39 weeks) plus 10 days in August (GCSE & A level results period)		

<b>1.</b>	<b>Job Purpose</b>
<p><b>To take day to day responsibility for ensuring all students at Arden Academy &amp; Park Hall Academy receive effective Careers Education and Guidance (CEG) appropriate to their needs to enable them to progress successfully through learning and into work.</b></p> <p><b>Managing and co-ordinating a programme at Arden and Park Hall which includes career education, access to careers information and careers guidance in addition to opportunities to experience the world of work.</b></p> <p>Collaborative working with the key stakeholders at both Arden and Park Hall in addition to liaising and planning with middle leaders.</p> <p>To support the work of teachers and support staff in the delivery of the programme. Network/visit and liaise with a range of partners from the wider community such as employers, FE and HE tutors, training providers, training events run by educational and professional bodies, managing a caseload of clients and partnership working with external providers of IAG services.</p>	

<b>2.</b>	<b>Key Responsibilities</b>
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**Providing strategic vision and direction by:**

- Advise SLT on policy, priorities and resources for CEG and the development and delivery of a plan for outstanding careers education and guidance and Work Related Learning (WRL) programme throughout the Academies
- Secure all pupils entitlement to CEG
- Ensuring the perspective and understanding of CEG to strategic planning and evaluation
- Work within context of Raising of the Participation Age (RPA) to develop and manage effective programmes of CEG, including community engagement for appropriate groups of learners

<b>2.1</b>	<b>Main Duties</b>
<p><b>Planning CEG:</b></p> <ul style="list-style-type: none"> <li>• Work effectively with other relevant staff within both Academies, including PSHE Leader, SENCo, Heads of Year and tutors to plan</li> <li>• Co-ordinate this provision through existing structures and systems based on school systems</li> <li>• Identify CEG needs of all pupils and reference to statutory requirements for access to impartial and</li> </ul>	

- independent information and guidance where appropriate
- Prioritise workload effectively and provide a detailed calendar of working with year groups throughout the year
- Develop and maintain an effective resource base for CEG. This includes electronic resources Web pages and readily accessible information in the Careers Library, VLE
- Keep all parents/stakeholders informed of CEG programme, events and information

#### **Delivery of CEG:**

- To display CEG materials on designated boards and to update regularly
- To produce relevant publicity materials about Careers events
- Provide one to one interviews and action plans for all year 10s, 11s, 12s and 13s and other students as appropriate
- To develop and maintain strong working relationships with a school staff and the diverse network of agencies and service providers to secure referrals of young people to opportunities that are appropriate to their needs
- Work with other staff in supporting access to Alternative Education programmes
- To promote and encourage learning, provide support to young people to access learning paths provide information on learning opportunities, and to advocate on behalf of young people with learning providers
- Provide information, advice and guidance about a range of issues, such as careers, education, employment and training, housing, money, health, drugs and bullying; either directly or in partnership with specialist agencies
- Assist young people to draw up action plans for employment, education and training and supporting them to achieve these goals whether individually or in a small group
- Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development
- Liaising and negotiating with other organisations on behalf of young people
- Planning and organising careers fairs and conventions
- Conduct career coaching with students via face-to-face and electronic methods to provide informed support on their job, and course applications
- To undertake outreach activity such as University Open Days or other Careers events
- To organise employer visits, mentoring, website and telephone helpline access via National Careers Service
- Identify and support the training needs of those involved in CEG/WRL
- To maintain accurate records and statistics to demonstrate the progress of individual young people to ensure effective monitoring, evaluation and sustained contact; to report on outcomes against targets as required
- Attendance at school events as directed by SLT

#### **Assuring quality and improvement by:**

- Undertake monitoring and review of effectiveness/student perceptions of CEG
- Maintaining and building a professional understanding of the labour market, careers opportunities, routes into post 16 study training, apprenticeships, post 18 study and employment
- To track destinations of school leavers in Year 11, 12 & 13
- To represent the schools and work with others – including 6<sup>th</sup> form team, external businesses, HE institutions and others to monitor the effectiveness of Teaching and Learning in CEG and external providers
- Reporting the effectiveness of CEG to Line Managers and advising on strategies for improvement

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected

2.1	<b>Safeguarding</b>
	School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
2.2	<b>Health &amp; Safety</b>
	The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety

		policies.
<b>2.3</b>	<b>Policies &amp; Procedures</b>	
		The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.
<b>3.</b>	<b>Other Conditions</b>	
<b>3.1</b>	<b>Mobility</b>	
<b>3.2</b>	<b>Equal Opportunities</b>	
		School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.
<b>3.3</b>	<b>Variations to Job Descriptions</b>	
		Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Trust therefore retains the right to amend job descriptions to reflect changing requirements.
<b>3.4</b>	<b>Training and Development</b>	
		The Trust is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

<b>Compiled/Reviewed by:</b>	D Warwood
<b>Date:</b>	3/12/2021