



## JOB DESCRIPTION

**Post:** Careers Adviser

**Grade** 8 SCP 12-20 (£27,711-£31,586)  
£13,924 - £15,865 Actual Salary

**Hours:** 21 hours 8.30am – 4.00pm with ½ hour for lunch. Term Time only (inc. Inset Days)  
*Flexible hours will be required at times to facilitate attendance at Parents Evenings, Open Evenings and other events*

**Title:** Careers Adviser      **Reports to:** Assistant Headteacher: Student Aspirations

### Role Purpose:

- To provide an inspiring and up-to-date careers advice service across all key stages of the school.
- To build staff knowledge and expertise in careers-related matters
- To engage and inspire young people with SEND and disadvantaged as well as their parents/carers
- To raise Pupil Premium/Free School Meal students' aspirations through careers guidance and opportunities.
- To assist Year 11 and Sixth Form students into employment/apprenticeships.
- To equip our students with the information and guidance they need to progress as well-informed and employable young people.
- To demonstrate professional commitment to equal opportunities and diversity

### Key Responsibilities

#### **Contributing to the Careers-related Curriculum**

- Work with the (non-specialist) Director of Learning for EPD, Assistant Headteacher Student Aspirations and other staff to select and provide the appropriate curriculum resources and activities for careers and employability lessons, through the EPD programme and Tutor Time
- Develop with the teaching staff an effective and continually improving careers education, careers information and careers guidance for all students.
- To provide information, advice and guidance about a range of issues such as apprenticeships, careers, education, employment and academic achievement in partnership with external specialist and support agencies where necessary.
- Help to contribute towards the Quality in Careers Standard award

#### **Providing Careers Advice and Guidance to Students**

- Providing careers guidance throughout school at key progression milestones, including GCSE options, sixth form options and apprenticeship/university course selection.
- Supporting and enhancing the sixth form tutor team with the UCAS process, for example, disseminating information on industry changes that have an impact on university applications.
- Provide advice and guidance to ensure Sixth Form students successfully gain employment or apprenticeships as alternatives to higher education.
- Attend Parents' Evenings and other after-school events to provide individual careers guidance.
- Actively promote careers in school assemblies/open evenings and at Information Evenings/events.
- Target young people with SEND, Pupil Premium and Free School Meal students and their families for careers engagement activities, careers interviews and guidance
- Work with students identified as Pupil Premium/Disadvantaged to put in place a careers action plan based on developing aspirations, achievement and progress whilst also identifying opportunities for these students across all careers events.

- Assist students to draw up action plans for employment, education and training and supporting them to achieve these goals.
- To encourage parents to take an active role in supporting young people with their career exploration and decision- making.
- Providing guidance to students on compiling CV's, completing application forms, interview technique and presentation skills
- Producing careers information through hard copy literature, electronic communications and displays.
- To support the organisation of work experience placements across Key Stage 4 (all students) and Sixth Form (targeted students).

### **Organising and Delivering Key Events**

- In Key Stage 5, identify and facilitate work experience placements and internships tailored for individual targeted students, where required to support their study outcomes.
- Organise the programme of mock interviews in Key Stage 4 and 5
- Organise events in school which in the form of workshops, visits, careers fairs, guest speakers and conference-style activities aimed at raising the aspirations of students
- Contacting local businesses/larger companies to attend the Careers Fair.
- Organise student attendances at external events (working with Director of Learning for Ethics and Personal Development and other staff).
- Foster positive links with Alumni, to include career events and briefings, networking opportunities at university and in the workplace, video-conferencing and podcasting

### **Building Staff Knowledge, Capacity and Expertise**

- Maintain an up to date knowledge of the local, regional and national jobs market to ensure accurate personalised advice is given. This will include building links with local, regional and national employers which will directly benefit Highcliffe students.
- Maintaining and nurturing relationships with a variety of post-16 educational providers, training providers and local businesses to draw on local expertise and enhance the school's CEIAG provision.
- Be a proactive source of knowledge and expertise for the wider teaching team on CEIAG and employability.
- Specifically develop and deepen school capacity in assisting students secure medical-related careers and STEM-related careers
- Record and monitor the outcomes of CEIAG interventions, reviewing and reporting to SLT.
- Assist to record, monitor and report leaver destination information to relevant members of the school community. Identify areas for improvement.
- Be proficient in completing the Compass+ evaluation and supporting the review of the careers programme

### **Other**

To adhere to and follow the school's Safeguarding procedures in order to protect the safety of all children.

To carry out other such duties as may be required from time to time, commensurate to the grade and qualifications of the post.

To be responsible for promoting equality of opportunity in accordance with relevant policies on Equal Opportunities and to offer services to all, regardless of gender, sexual orientation, age, marital status, disability, race colour, ethnic or national origin, religion or creed.