

Job description

Post: Careers Adviser

Grade: G **Salary:** £22,777 - £28,371 FTE

Working Arrangements: Part-time: 1 day per week, term-time only (39 weeks per year).

Responsible to: Careers Leader

Core Purpose & Key Duties

- Enthusiastic and self-motivated with experience of working with young adults. You will take an active role in the strategic development of the careers programme at the school, fostering a spirit of positive engagement and enquiry into the world of work and careers amongst the student body.
- Working alongside the Careers Leader, you will provide advice and support to students, supporting the Head of Year 10 with the work experience programme and assisting in running various careers events (Life after TK; Futures Day, Meet the Professionals)

Main responsibilities

Careers Advice and Guidance:

- To provide outstanding careers guidance and information to ensure all students receive sufficient information to consider a wide breadth of career possibilities and have access to independent, impartial and inspirational advice and guidance
- To ensure school meets the eight Gatsby benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.
- To provide workshop sessions which may include CV writing, applications, preparing for interviews, or applying for volunteering or work experience opportunities, choosing a career or a path into Further / Higher Education
- To work with Further / Higher Education Institutions, employers, voluntary organisations and business enterprises to promote opportunities for students
- To support a clear strategy for the delivery of careers guidance with different activities and services to meet the needs of all students at different stages of their development.
- To obtain written feedback from students, colleagues and partners on the delivery of the service to be able to monitor and evaluate the quality and impact of provision
- Develop partnerships and networks with local employers to support the school in ensuring students have greater direct exposure to the world of work and the full range of career pathways
- To ensure students are well signposted to different guidance activities and promote the use of the National Careers Service
- To ensure that careers advice, guidance and education activities provide students with up-to-date industry related knowledge / labour market information and available Apprenticeships.
- To design, select and provide activities, resources and services to meet students' career needs
- To support activities and events relating to Careers Education and Guidance, as appropriate

- To offer aftercare support and guidance to students following GCSE results to ensure they are able to access Further Education / employment / Apprenticeship
- To maintain clear records of all students' destinations reporting to the local authority (RONI)
- To develop and update the information on the school's careers page
- To support the Careers Leader with the school's 'Investors in Careers' status process.
- To liaise with the SENDCO and the Head of Years supporting all the students.

Work Experience Co-ordination

- To work with Head of Year 10 and ensure a successful work experience for all students in Key Stage 4
- Map work experience provision and oversee gap analysis by sector
- To develop local external business links to facilitate work experience placements.
- To develop a bank of good practice resources to support new employers taking on work experience placements and internships
- Support the Head of Year 10 in the evaluation of work experience delivery provision.

Training & Personal Development

To undertake any training that may be relevant, or which may be directed by your line manager

Flexibility:

To carry out such other duties and responsibilities as may be agreed with the Head Teacher from time to time, which are within the scope and spirit of the job purpose

Other Specific Duties:

- To play a full part in the life of the school community
- To promote actively the school's policies
- To continue personal, professional development
- To actively engage in the school's self-review and evaluation processes
- To actively engage in the school's Performance Appraisal processes
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate
- To attend meetings as determined in the meetings policy and as directed by the Headteacher
- To comply with the school's procedures concerning safeguarding and to ensure that training is accessed
- To comply with the local authority and school's equal opportunities policy at all times
- To support the HOD in planning and organising careers fairs.

All members of Thomas Keble School staff are expected to:

- Actively contribute to the wider life of the school.
- Undertake professional development as agreed with school leaders.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher.



- Be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate.
- Contribute to the overall ethos and aims of the school.

Safeguarding

Thomas Keble School is committed to safeguarding all children. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and a criminal record disclosure will be required prior to appointment- DBS/CRB check. Members of the Panel have undergone Safer Recruitment training.

Equality & Diversity

Thomas Keble School is committed to promoting equality and diversity, challenging discrimination and developing community cohesion.