

Job Description

KEY INFORMATION	
Post title:	Careers Advisor
Grade:	6
Responsible to:	Associate Director of PD - Curriculum
Responsible for:	N/A

OVERALL PURPOSE OF JOB
Working across the Trust's two secondary schools, deliver high quality and impartial careers education, information, advice and guidance (CEIAG) to students, through meetings, presentations and workshops and by contributing to the tutor time programme. Work with external agencies and education providers to organise and deliver events which support students and their aspirations for the future.

MAIN DUTIES AND RESPONSIBILITIES	
1	Provide appropriate and impartial careers education, information, advice and guidance to students and their families in relation to careers, vocational learning opportunities, apprenticeships and further/higher education, on both a one to one and group basis
2	Provide impartial advice and support at key transition points, including at the GCSE options stage and following exam results regarding post 16 choice
3	In collaboration with the Careers Lead, plan, organise and manage high quality careers fairs and events, liaising with outside agencies (e.g. NYBEP), businesses and education providers to ensure engaging and appropriate exhibitors are present for students
4	In collaboration with the Careers Lead, develop the resources for careers lessons and sessions for relevant students, delivering sessions where required
5	In collaboration with the Careers Lead establish and proactively develop links within industry and business on behalf of the schools, in order to provide students with access to opportunities such as work placements, visits and lectures
6	In collaboration with the Careers Lead, manage and organise visits or trips to external education and careers activities, including post 16 and university visits
7	Support with the development and maintenance of the content of the careers sections of the schools websites

8	Support with the development and maintenance of a careers plan and policy for the secondary schools, ensuring this is up to date and regularly reviewed and evaluated
9	Undertake regular reporting, monitoring and evaluation of various careers related activity against the Gatsby Benchmarks, ensuring these are met and identifying areas for improvement or action
10	Support the schools with their work experience placements and programmes for students, liaising with relevant colleagues to ensure due diligence is undertaken with regards to safeguarding and health and safety
11	Actively participate in professional networks and keep abreast of current and best practice in relation to CEIAG, representing the schools at relevant meetings when required
12	Participate in parents evenings and information evenings where required

GENERAL RESPONSIBILITIES	
1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

Person Specification

All points are essential unless otherwise specified

Qualifications	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
2	Level 6 qualification in Careers Guidance and Development or equivalent/higher qualification
3	Evidence of undertaking continuous professional development
4	<i>Further qualifications, e.g. A Level, degree (desirable)</i>
Experience	
1	Experience of working or volunteering in a role providing information, advice and support
2	Experience of delivering presentations or similar
3	Experience of developing and managing relationships with external providers
4	<i>Experience of working in an educational environment or with young people (desirable)</i>
Skills/Knowledge/Abilities	
1	Up to date knowledge of various different career and further education opportunities open to students and young people
2	Good written and verbal communication skills; able to communicate effectively and clearly and build relationships with a range of staff, children, families and external contacts
3	Excellent organisational skills, with the ability to work well under pressure and manage competing deadlines
4	Proficiency in a range of ICT systems, including standard computer packages (e.g. Microsoft suite, Google)
5	Ability to present complex information in a clear and straightforward manner to key stakeholders, both verbally and in writing
Personal Attributes	
1	Ability to work successfully as part of a wider team
2	Self-motivated, with drive and the ability to use own initiative



3	Flexibility, with a professional approach to work, including working alternative and occasionally additional hours to facilitate events for students
Safeguarding	
1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check