



## Sapientia Education Trust JOB DESCRIPTION

### Careers Advisor

<b>Line Managers job title:</b>	Kirsty Bray (Director of Professional Development & Standards)
<b>Salary:</b>	Points 26 to 32 of the Support Staff Scale <b>FTE</b> £34,384 to £40,221 per annum <b>Pro rata</b> £29,146 to £34,107 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus five weeks (43 weeks)
<b>Hours per week:</b>	32.5

### THE POST

Sapientia Education Trust (SET) is an expanding multi-academy trust with 10 primary and 7 secondary schools.

The Central Education Team are looking for a hard-working and enthusiastic person to act as a Careers Adviser across 3 of our Secondary Schools. They must have high standards and the ability to communicate and interact effectively with both students, colleagues and parents as required.

The postholder will work closely with the Director of Professional Development & Standards and the school's own Careers Lead – a teacher with an additional responsibility for CAEIG - to work with personnel in and out of the school to meet and evidence the Gatsby benchmarks and ensure statutory guidance around PAL is met, ensuring that our students have access to the best possible careers information and guidance throughout their Secondary education.

The Careers' Advisors main role is to provide comprehensive and individualised careers and training advice to students in both KS3 and KS4. Whilst most interviews are focused on years 10 and 11 (and with 6<sup>th</sup> form students in those schools offering post 16 education) the Trust recognises that advice and guidance might be appropriate for some students in KS3 and that more regular 1-2-1 interviews might need to be held for SEND and vulnerable learners.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six

months. During this probationary period, performance and suitability for continued employment will be monitored.

## **PERSON SPECIFICATION**

The professional competencies expected of the Careers Advisor are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Ability to work productively with school Careers Lead and the SLT to promote careers as appropriate
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- The ability to prioritise effectively, meet deadlines and accept challenges.  
Commitment to CPD opportunities to continue to develop the skills and knowledge pertinent to the position.

The qualifications and experience required of Careers Advisor are:

- Holder of a L6 Diploma in Careers Guidance and Advice is essential
- Experience in liaising effectively with school personnel, employers and a variety of training/educational establishments to further opportunities for students.

## **JOB SPECIFICATION**

### **General Responsibilities**

The postholder will be required to work collaboratively with colleagues to ensure that careers advice provision and information is valuable and pertinent & meets the requirements of the GATSBY benchmarks and statutory requirements.

The postholder will be required to attend relevant school events (such as open evenings/options evenings) and must liaise with the school Careers Lead to track elements of the schools' progress/impact of the 8 GATSBY benchmarks using compass + /Unifrog (where available) to enable meaningful QA of the careers function to be undertaken by the Trust.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- Develop, at each school, a careers noticeboard sharing training and education routes and details of where students can get more information on them – most usually in a designated careers office.

- Develop the contacts and relationships acquired with providers and employers to enable each student to undertake a work experience placement in year 9, 10 or 11.
- Liaise with the school SENDCO to ensure that the most vulnerable students have an appropriate level of careers support. This could, where appropriate, involve meetings with students and their parents at KS4.
- With the support of the in-school Careers Lead, devise and deliver a comprehensive and co-ordinated 1:2:1 programme of careers advice (and follow up where required)
- Ensure that you attend events/training opportunities/briefings that enable you to carry out your post most effectively.
- Train and develop school staff, when appropriate, on their role in meeting the statutory requirements.
- Support and be involved with Ofsted inspections.
- Be in school during set points in the summer holidays before, during and after the publication of exam results, to offer pertinent and timely advice to students with/without their parents on forward options.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks per year	Term Time plus two weeks (40 weeks)
Hours per week	32.5
Normal working Pattern	Monday to Friday: 09:00 – 16:00
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years' service.  Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

## REMUNERATION

- Points **26 to 32** of the Support Staff Salary Scale
- FTE Salary: **£34,834 to £40,221** per annum
- Pro rata salary: **£29,146 to £34,107** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **22%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.