



Job Description

Job Title:	Careers Advisor and Academic Mentor
Responsible to:	Assistant Headteacher KS5 Achievement
Actual salary range:	Salary Scale 6 (points 18-22) £24,683 - £26,509
Hours:	36 hours per week 8.30 am to 4.15 pm Monday to Thursday 8.30 am to 4:00 pm Friday 40 weeks per annum (Term time plus one week) Start date as soon as possible

Job Purpose

- Provide students with impartial careers information, advice and guidance through both the taught curriculum and the extra-curricular offer, to enable them to develop a real understanding of opportunities available to them and to make informed careers decisions
- Ensure our Careers' Education offer is in full compliance with the Gatsby benchmarks
- Provide academic support for Sixth Form students to ensure that they make at least expected progress in their studies

Careers Advice

Management

- Ensuring the College fulfils all statutory careers requirements including the Gatsby benchmarks
- Planning schemes of work for careers education
- Supporting form tutors to provide initial information and advice to students
- Monitoring access to, and take up of, careers guidance, monitoring and management of START profile careers website
- Managing and carrying out 1:1 and group career interviews in compliance with Gatsby Benchmarks
- To be responsible for the content and maintenance of the Careers page on the school website

Co-ordination

- Managing the provision of careers information on all platforms
- Liaising with the PSHE/Citizenship Coordinator and other Subject Leaders, to plan a coherent careers curriculum
- Liaising with Learning Coordinators, mentors, SENCO and Assistant Headteacher KS5 Achievement, to identify students needing guidance
- Ensuring that students at key transitional points (KS3 into 4, 4 into 5, and post KS5) have access to up to date and relevant information about future pathways, including Higher/Further Education and Degree Apprenticeships
- Working with the UCAS coordinator to ensure all KS5 students are supported in choosing their next steps beyond Sixth Form
- Advising Senior Leaders on policy, strategy and resources for CEIAG
- Reporting on CEIAG to Senior Leaders and Governors
- Reviewing and evaluating CEIAG
- Preparing and implementing a CEIAG development plan
- Identifying sources of funding for CEIAG and writing bids

Networking

- Establishing and developing links with employers
- Establishing and developing links with FE colleges, apprenticeship providers and universities
- Negotiating a service level agreement with the Local Authority for support for vulnerable young people
- Managing links with external organisations

Accountability

Overall responsibility for CEIAG, work with the line manager and the Senior Leadership Team to develop and maintain an effective careers and work-related learning provision, which is regularly reviewed to ensure that school and student needs are met.

Sixth Form Academic Mentor

- Working as part of the Sixth Form team to support the Sixth Form Learning Coordinator/Assistant Headteacher (KS5) in all aspects of their work related to Sixth Form progress
- Working with the Sixth Form Learning Coordinator/Assistant Headteacher (KS5) to identify students at risk of underachievement
- Liaising with KS5 teachers to monitor the progress of identified students and identify barriers to progress and achievement
- The planning and delivery, in liaison with the Sixth Form team, of individual and group intervention programmes such as organisational and study skills
- Supporting the delivery of the Sixth Form extra-curricular and enrichment programme
- Supporting the Sixth Form Pastoral Manager in maintaining an appropriate learning atmosphere in the Sixth Form study area and the Library
- In the case of absent KS5 tutors, to cover a Form Class as directed
- In the case of absent KS5 teachers, to ensure cover work set is completed by students
- Promoting the Sixth Form and supporting the recruitment process into Year 12 for internal and external students
- Supporting and contributing towards the KS4 into 5 transition programme, including mentoring, Open Evening, taster days and Sixth Form sign up days
- Establishing and maintaining contact with families of students in need of additional support

Additional Duties

- Attend and contribute towards Year 9 Options evenings, Sixth Form parental evenings, the Sixth Form Open Evening and the whole school Open Evening
- Attend GCSE and A Level results days in August to provide one to one support for students and parents
- Supervise pupils during the lunch period as directed
- Any other duties within the scale of the post
- To be or a willingness to be First Aid trained and to maintain this qualification

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Careers Adviser and Sixth Form Academic Mentor will carry out. The post holder may be required to do other duties appropriate to the level of the role.

This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.