

Job Description

Careers Advisor and Coordinator



For more general information about working at GWA please refer to the Candidate Information Leaflet and the Information for Applicants issued with this job description.

Job Title	Careers Advisor and Coordinator <i>18-20 hours per week (hours and days TBC - Suggested hours 9.30am to 1.30pm daily)</i> <i>38 weeks per year (term-time only)</i>
Accountable To	Senior Leadership Team
Job Purpose	To provide high quality careers support and guidance for our students
Salary	NJC scale 9-12, £13.69 - £14.36 per hour (based on £26,409 - £27,711 FTE) Actual salary would be £10,771 to £11,298 (based on 18 hours) or £11,968 to £12,554 (based on 20 hours)
Start Date	1 st September 2025

This job description details the responsibilities of the post but does not direct any particular priorities or amount of time to be spent carrying out the duties. It is not prescriptive, nor necessarily a comprehensive definition of the post. As such, it may be subject to amendment, after consultation, to meet the changing needs of the Academy and the Multi Academy Trust (MAT).

Great Western Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. All posts within the trust are therefore subject to an enhanced DBS and barred list check.

1. Key Outcomes

- To assist the Senior Leadership team in resourcing and curating a cohesive and comprehensive careers education programme.
- To provide high-quality Careers Education, Information, Advice and Guidance (CEIAG) to students across the age range of the school via 1:1 meetings, group sessions and events.
- Liaise with a wide range of stakeholders including: parents, teaching staff, employers, universities, further educational colleges as well as external experts; regarding the CEIAG provision.

2. Key Responsibilities

- Follow the guidelines and standards set by the Gatsby Benchmarks of Good Career Guidance.
- To develop and deliver a careers programme in an effective manner.
- Take a lead in the planning, promotion, resourcing and delivery of the wide range of Careers events across all year groups.
- Liaise with internal and external stakeholders to ensure effective delivery of Careers and Progression events, talks and workshops.
- Play a key role in planning and delivering talks to parents and pupils as required.
- To use School ICT systems and third-party software such as Unifrog to inform and record guidance information and resources for staff and pupils.
- Maintain own professional expertise through participation in CPD.
- Develop a programme of outside speakers and former pupils to talk to current students about potential employment.

- Conduct research, impact assessments and provide statistics as required to support evaluation and improvements in the programme.
- Work with Heads of Departments to facilitate purposeful subjects/careers related programmes.
- Keeping up-to-date knowledge of admissions procedures and current admissions trends (for universities, further educational colleges, and degree apprenticeships), and to make any other links which may be useful.
- Complete administrative tasks relevant to the role.

3. Other responsibilities

- To be part of a staff which develops a culture that promotes personal development and independent learning with an ethos of challenge and support, enhancing students' resilience and confidence.
- To demonstrate and promote the Academy's ethos of Achievement, Care and Excellence at all times.
- To actively promote the inclusive nature of Great Western Academy and contribute to the Academy's pastoral care and safeguarding of students.
- To attend meetings and other appropriate events falling within working time.
- To act as an advocate for the Academy within the local community.
- To carry out other such duties as are reasonably required by the Academy Leadership Team.

Duties, responsibilities, and accountabilities may vary over time at the discretion of the Academy. The post holder will primarily work on their own initiative within the framework of the Job Description, in conjunction with input from the Principal and the Leadership Team.

Person Specification

Careers Advisor and Coordinator

	Essential	Desirable	Assessment
Qualifications			
Good qualifications at GCSE (or higher) including C/4 in English and Maths	✓		Application
Relevant qualification in Advice and Guidance (level 4 or 6 NVQ)		✓	Application
Relevant specialist qualification or evidence of training in a particular field of Careers Advice and Guidance		✓	Application
Evidence of recent professional development		✓	Application
Experience			
Experience of working with young people in a guidance role	✓		
At least two years' experience of supporting the education of secondary or higher education students		✓	Application
Knowledge and understanding of the Gatsby Benchmarks	✓		Application/ Interview
Experience of developing and managing events		✓	Application/ Interview
Evidence of designing and delivering activities for small groups or in 1-1 sessions		✓	Application / Interview
Experience of delivering staff training and producing resources on careers topics		✓	Application / Interview
Ability to promote parental engagement and develop positive relationships with parents/carers		✓	Interview / Reference
Previous administrative experience including a comprehensive knowledge of Microsoft and database management.		✓	Application
Knowledge and Understanding			
Good knowledge of the current educational landscape	✓		Interview
Able to effectively analyse student data to monitor and provide further guidance		✓	Application/ Interview
Sound knowledge and understanding of all aspects of Safeguarding	✓		Interview / Reference
Self-aware with a good understanding of own personal strengths and weaknesses	✓		Interview / Reference
Personal Qualities			
Ability to build and maintain quality relationships through effective communication, professional integrity and strong teamwork	✓		Interview
Able to inspire trust and confidence across the whole school community	✓		Interview / Reference
Strong written and oral communication skills	✓		Interview / Reference

Possess strong personal presence and able to act as a successful ambassador for the Academy	✓		Interview / Reference
Demonstrate enthusiasm and a capacity for sustained hard work with energy, vigour and resilience	✓		Interview / Reference
A good sense of humour	✓		Interview
High levels of integrity, compassion and trust	✓		Interview / Reference