



DUNRAVEN EDUCATIONAL TRUST

Careers Advisor and Co-ordinator

Before completing your application form, please read the job description and person specification carefully. In your supporting statement on the application form, you should demonstrate how your qualifications, skills and knowledge meet the requirements for the post.

JOB DESCRIPTION

Responsible to: Careers Lead on Senior Team
Pay scale: NJC Scale 4 (7-10) £29,412 - £30,771
Work pattern: Full Time – Term Time only + 2 Weeks
Location of post: The Elmgreen School, SE27 9BZ

Key Responsibilities

- To support the implementation of the school's careers plan to ensure that the Gatsby Benchmarks are met
- To work with students throughout the school to provide them with impartial careers information, opportunities for learning and advice and guidance to enable them to develop and implement career management skills

Specific Responsibilities

- To deliver impartial careers information, advice and guidance to young people to professional standards on a range of learning opportunities aid their progression into further learning and/or work, including Higher Education
- To track the ongoing destinations of Year 11 and Year 13 leavers
- To support the effective planning, implementation, delivery and quality assurance of the careers programme for the school to ensure it continuously improves and delivers the impacts needed for young people in line with best practice
- To ensure that, in line with quality assurance, effective record keeping is maintained to a high standard

- To liaise with external partners, including employers, learning providers and career guidance services to ensure effective implementation of the careers plan
- To enable young people to develop and implement career management skills through providing access to a range of methods including individual guidance (face to face), group work and online support
- To assist with enabling young people to complete career actions plans to agreed quality standards
- To fully participate in ongoing training and development activities and be responsible for keeping up to date with learning opportunities
- To refer young people to work and training opportunities as appropriate
- To liaise with employers to support the provision and administration of work experience opportunities for students
- To provide information and advice to the parents/carers of young people so that they can assist them with their career planning

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace
- Share the Trust's and the school's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school
- Ensure that **all** duties and services provided are in accordance with **all** Elmgreen School policies and the school's procedures in line with staff code of conduct/professional expectations
- To undertake training as necessary
- To actively engage in the performance management process
- To be willing and enthusiastic in engaging with continuous professional development
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above
- To be a key part of the life of the school community, to support both the values, vision and ethos of the Trust and encourage students to follow this example

PERSON SPECIFICATION

Please provide evidence for the criteria detailed in the Person Specification in the application form or supporting statement.

Essential Experience

- A strong academic track record to degree level and above
- Completion of the Qualification in Careers Guidance or working towards a Level 6 career development qualification

Skills and Attributes

Personal Qualities and Attributes:

This position requires the following personal qualities and attributes:

- To contribute towards the school's and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people
- Demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student
- High ethical standards
- Strong interpersonal, written and oral communication skills
- Motivation to improve standards and achieve excellence
- Demonstrate honesty and integrity
- Excellent organisational skills
- Ability to work collaboratively with partner schools in the Trust and beyond
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies
- To be an ambassador for the school in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner
- To be highly motivated and to have a flexible approach towards work and working hours
- Experience of working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups is desirable
- Take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relations

Safeguarding

Have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority.

Health and Safety

- Work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school
- Ensure compliance of procedures are observed at all times under the provision of safe systems of work through a safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals. Undertake risk assessments as appropriate.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information. Be informed of the data held on you during our recruitment process as explained in the recruitment privacy notice on our website.

The Elmgreen School is a non-smoking and non-vaping environment.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Headteacher or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Elmgreen School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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