

JOB DESCRIPTION

Post Title:	Careers Advisor and UCAS Coordinator
Purpose:	<ul style="list-style-type: none"> To support individual and groups of students with career options and guidance To support individual and groups of students with UCAS applications
Reporting to:	AP Sixth Form
Liaising with:	Teaching staff, families, student services staff, outreach services/agencies
Working time:	Full Time, Term Time plus 3 weeks
Salary:	NJC Pt 12 (£21,589 pro rata)
MAIN (Core) DUTIES	
Main tasks	<p>We are looking to appoint a CEIAG Advisor who will work across both schools with the key responsibilities of:</p> <ul style="list-style-type: none"> Delivering our promise: We promise every child at the end of year 13 that we will secure a University place, apprenticeship or job. We have delivered that promise every year since we opened. Co-ordinating UCAS: We have a large Sixth Form provision and approximately 80% of the cohort will continue into University education. Implement statutory requirements for careers education and ensure compliance with Gatsby benchmark criteria. Ensure all students receive appropriate and current information to make informed career choices that is based on our specialisms. Support students with completing applications for employment, apprenticeships, FE and HE courses; Provide information, advice and guidance to non UCAS Year 13 students; Hold exit interviews for any 'in year' leavers (Years 12-13); Research and engage contacts in different industries to meet the needs of students; Provide speakers and presenters to promote career pathways, positive engagement and academic achievement; Attend both Year 11 and 13 Results Day in order to support students; Keep up-to-date with current developments and relevant legislation; Attend professional/external relevant meetings as agreed by Line Manager; By undertaking such other duties commensurate with ability as may be reasonably required by the Principal in the pursuit of the Trust's mission
Information management	<ul style="list-style-type: none"> Provide destination data on all Year 11, 12 and 13 leavers to appropriate agencies; Produce written reports including case studies when requested; To support and contribute to the keeping records on students as requested Responsible for data entry on students as requested and use it to inform future planning
As a team member	<ul style="list-style-type: none"> To promote teamwork and work with others to ensure effective working relationships. To be an invigilator or exam support to students as required To participate in the Trust's Professional Development Review process both in terms of self and other staff as appropriate.
Quality Assurance:	<ul style="list-style-type: none"> To participate in the Trust's quality assurance policy and a whole Trust approach to self-assessment
Communications:	<ul style="list-style-type: none"> To develop and implement effective communication systems and procedures. To communicate and refer any relevant incidents to the appropriate person, i.e. Designated Safeguarding Lead, SENDCo, Year Manager and/or Form Tutor
Marketing:	<ul style="list-style-type: none"> To ensure the promotion of a welcoming environment to students, visitors and callers.
Health and Safety	<ul style="list-style-type: none"> To ensure that all students in your care are safe To have an understanding of child protection and the actions you must take in given circumstances and the reporting procedures
Corporate Responsibility:	<ul style="list-style-type: none"> To actively promote the Trust's corporate policies, eg Health & Safety Policy and Equal Opportunities, etc.
Training:	<ul style="list-style-type: none"> To continue one's own personal development in relevant areas.

	<ul style="list-style-type: none"> • Work towards Level 6 Diploma in Career Guidance and Development or equivalent qualification • To actively engage in, take advantage of opportunities for and contribute to Continuing Professional Development
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OTHER SPECIFIC DUTIES

This job description is current at the date shown but, in consultation with you, may be changed by the Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

PERSON SPECIFICATION

Learning Support Assistant

	Essential	Desirable
QUALIFICATIONS AND ATTAINMENTS		
• GCSE/O-level in English and Maths	✓	
• General education to A-level standard	✓	
• Level 4 or above in Careers/IAG or related		✓
• Degree		✓
EXPERIENCE		
• Experience of working with the 14 - 19 age group ideally in an educational establishment	✓	
SKILLS / KNOWLEDGE / ABILITIES		
• Excellent interpersonal skills	✓	
• Good communication skills both written and verbal	✓	
• Ability to organise and prioritise own workload	✓	
• Ability to work on own initiative and without close supervision	✓	
• Ability to be a fully integrated team member	✓	
• Ability to work with interruptions	✓	
• Ability to assist staff and students in a polite and helpful manner	✓	
• Ability to meet deadlines	✓	
QUALITIES		
• Commitment to and ability to support the distinctive ethos of the schools	✓	
• Comfortable and supportive of working in a school	✓	
• Committed to equality of opportunity and fair treatment for all staff and students	✓	
• Awareness of and ability to work within health and safety requirements and the Trust's Health and Safety Policy	✓	
• Willingness to participate in the individual staff review and development procedures	✓	
• Willingness to keep up-to-date on issues concerning access to learning	✓	
• Willingness to undertake further training	✓	
• Approachable	✓	
• Adaptable/Flexible	✓	
• Enthusiastic	✓	
• Positive	✓	
• Patient	✓	
• Willing to take virtually any reasonable work related task if and when necessary	✓	
• Enjoy working with students of 14-19 age group	✓	