

Job Description

Job Title: Career Advisor / Apprentice Careers Advisor

Location: Based across King Edward VII Academy and Wayland Academy

Job title	Careers Advisor / Apprentice Careers Advisor
Salary Scale	Scale F
Hours of Work	Full time - 37 hours per week
Weeks worked	40 weeks
Responsible to	Central Strategic Careers Lead
Location	Based across King Edward VII Academy and Wayland Academy

Main purpose of the role

- To provide high quality, independent careers advice for all pupils to prepare them effectively for education, employment or training and to work with the Central Strategic Careers Lead to implement a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks.

Organisational relationships

- Responsible to the Central Strategic Careers Lead
- Direct liaison with a range of stakeholders including teachers, parents, pupils, academy committee members and other Trust staff

Principal accountabilities and responsibilities

Overall	<ul style="list-style-type: none"> • Provide high quality, impartial careers advice to pupils with the help and support of the Trust's Central Strategic Careers Lead • Coordinate, manage and be the school central contact point for in person work experience and other experiences of the workplace • Attend regular training sessions provided by the Central Strategic Careers Lead and external bodies such as the Careers and Enterprise Company (CEC) and attend at least 3 days of CPD per year (in line with CDI guidelines) • Work proactively with the Central Strategic Careers Lead to develop the careers provision in the school to enable the school to meet the 8 Gatsby benchmarks and work towards quality awards • Work with the Central Strategic Careers Lead to regularly audit existing activity using CEC tools such as Compass + and Unifrog • Liaise with, and take input and expertise from, the Enterprise Coordinator and Enterprise Adviser attached to the school to develop careers provision and a comprehensive guest speaker programme. • Use evidence-based research on "what works" to inform an effective careers strategy for the school, including the sixth form if appropriate • Make the most of local support and providers and ensure the offer meets the needs of all students • Keep abreast of developments and local skills needs in key sectors
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| | <ul style="list-style-type: none"> • Work with other Careers Facilitators across the Inspiration Trust as a local network to plan, deliver and share good practice and resources • Develop, in collaboration with other careers advisors across the Inspiration Trust and the Central Strategic Lead, a calendar of shared career related activities across Norfolk, to be published widely for employers and providers to offer their support with activities • Work with local feeder primary schools to support their careers education • Help to develop and support a robust data collection, reporting, evaluation and planning cycle and systems enabling the school to evaluate which encounters have the greatest impact, particularly for disadvantaged children, liaise with County Council if directed by Careers Lead. • Develop and maintain strong relationships with the wider community, particularly businesses, to enhance events and workplace experiences. • Provide students with valuable insights into local and national labour market trends, ensuring they are well-prepared for future opportunities |
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Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Advice and Guidance qualification or English to grade C/4 or equivalent or good English skills 	<ul style="list-style-type: none"> Level 4 to 6 Diploma in Advice and Guidance or equivalent (If you do not hold this qualification, you will be expected to complete this training after appointment, possibly through an apprenticeship.)
Experience	<ul style="list-style-type: none"> Experience of working with young people 	<ul style="list-style-type: none"> Experience of working with young people or working in an advisory/support position
Skills & Attributes	<ul style="list-style-type: none"> Excellent communication skills Ability to deal effectively with people, using tact, courtesy and patience Flexible approach Good IT skills Good organisational and time management skills Problem solving and analytical skills A logical and methodical approach to work 	

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Signature

Date