



Job Description

Job Title:		Careers Advisor			
School:		Benfield			
JE Code:	A5215	Evaluation:	476	Grade:	N6
Date:	December 2022		Status:	Final	
Responsible to:		Deputy Headteacher Quality of Education			
Responsible for:		To be responsible and accountable for the delivery of the school's programme of careers information, advice, education and guidance			
Job purpose:		<ul style="list-style-type: none"> • To support students to prepare for the next phase of their training, and employment and provide careers guidance and advice that is neutral, informed and relevant. • To ensure a quality programme of careers guidance and support is in place across the school. 			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Leading all staff and visitors to ensure they deliver career guidance
2. Advise the senior leadership team on policy, strategy and resources for career guidance including how they meet the Gatsby Benchmarks
3. Work alongside trust careers lead to develop innovative practice around careers guidance.
4. Provide data to the school, Ofsted and others, where necessary
5. To plan, develop and implement and review regularly a structured, progressive careers programme with appropriate teaching resources and learning outcomes that are shared with teachers and learners
6. To organise planned activities and ensure they comply with health and safety regulations, national requirements and guidance, and equal opportunities policies
7. To work with the career's guidance providers, locally and beyond, and others to develop the programme

8. To establish and maintain effective links with parents, carers and relevant organisations (e.g. employers, youth and community agencies), and co-ordinate their contribution to the programme
9. To develop careers provision across all year groups, above and beyond the Gatsby Strategy
10. To organise regular opportunities and events to raise awareness and aspiration regarding including Careers Fayres and Apprenticeship days
11. Assist and attend school trips linked to careers opportunities as appropriate.
12. Undertake general administrative duties, checks and ensure documentation are completed with accuracy
13. Being aware of and complying with policies and procedures relating to child protection, equal opportunities and race equality, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
14. Undertaking any other duties commensurate with the post as may be required by the Senior Leadership Team and Headteacher

Trust responsibilities:

1. Work to fulfil the vision and values of the trust.
2. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
3. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
4. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
5. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
6. Participate in appraisal, training and development and other activities that contribute to performance management.
7. Attend and participate in regular team and 1:1 meetings.