



JOB DESCRIPTION

Job Title: Careers Advisor
Grade: SO1 SCP 23-25
Reporting to: Assistant Principal

Job Purpose:

To provide information, advice and guidance to students in Key Stage 3, 4 and 5 in order to help them make realistic choices about future education, training and work.

Responsibilities:

- Interviewing students in Key stages 3, 4 and 5 on a one-to-one and / or in small groups.
- Providing additional support to young people identified as at risk of becoming NEET, with application and interview support.
- Providing information, advice and guidance about a range of issues, such as careers, education, employment, training and student finance either directly or in partnership with specialist agencies.
- Assisting students in gaining the skills required to increase their chances of successful transition from secondary education to higher education, training and employment, for example interview and application skills.
- Prepare students for the UCAS application process; Post-16 application process and the Year 9 Options process.
- To support students with making applications to higher education and training providers.
- Provide advice and guidance on appropriate programmes of study to support a student's career choices.
- Assisting students in drawing up action plans for education and training and supporting them to achieve these goals.
- Encouraging and implementing whole-school use of online resources, within discreet careers lessons and within the wider academy curriculum.
- Presenting information at open evenings, parent's evenings and other events.
- Liaising with academy Special Educational Needs Coordinator (SENCO) in supporting the transition of vulnerable students and those with learning difficulties.
- Researching careers, options and support organisations to meet students' needs.
- Running small group/drop-in sessions or larger presentations on all aspects of careers work.
- Liaising and negotiating with other organisations on behalf of students.
- Using ICT for administrative tasks, such as recording interactions with and tracking students.
- Using computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories.
- Assisting in planning and organising careers fairs and conventions.
- Keeping up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- Tracking and monitoring progression from Year 11 and Year 13 into higher education, training and employment.
- Attend GCSE and A Level results days, parent's evenings and academy enrichment activities where appropriate.
- Plan a range of external trips and visits to promote aspirational progression destinations to students.



- Provide information to students on the possibility of studying abroad.
- Complete AM, Break, Lunch and PM supervisory duties as required by the Principal.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

Person Specification

Criteria	Essential/ Desirable
Qualifications	E/D
• Good honours degree or relevant level 6 qualification	E
• Appropriate accredited qualification in CEIAG	D
Knowledge and Skills	E/D
• Understanding of the Secondary, Post 16 and Post 18 Educational Landscape.	E
• Ability to form meaningful relationships with young people in the 11-18 age range.	E
• Knowledge of progression pathways for GCSE and A Level students including apprenticeships.	E
• Knowledge of routes into work experience.	E
• Understanding of the Post 16 and UCAS application processes.	E
• A passion for education and making a difference to life chances of all young people.	E
• Excellent communication, presentation and organisational skills.	E
• Effective team member and a willingness to go the extra mile.	E
• Drive and determination to reach and exceed challenging targets.	E
• Energy, enthusiasm, sense of humour and flexibility.	E
• A positive mindset.	E
• A caring nature.	E
Experience	E/D
• Experience of offering information, advice and guidance to young people aged 11-18.	E
• Experience of NEET prevention.	D
• Experience of having supported students from disadvantaged backgrounds in reaching aspirational destinations.	D
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
• Enhanced DBS Clearance	E

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