

## Job Description

Post Title:	Careers Advisor & Co-ordinator
Purpose of Post:	<p>The Careers Advisor &amp; Co-ordinator will be expected to:</p> <p>Support with the implementation of the College's careers plan and programme to ensure that the Gatsby Benchmarks are met.</p> <p>Provide professional career guidance services, including personal guidance interviews, and coordinate career activities across the school in order to improve pupils' skills, knowledge and understanding for career planning and management.</p> <p>Develop a network of partners willing to work with the College to offer work experience placements, meaningful encounters with students through information assemblies and visits etc.</p>
Reporting To:	Deputy Headteacher (Curriculum) / Careers Leader
Salary / Grade:	9 (Points 19 - 22)
Hours:	1200 per annum, 30 hours per week during term time (Monday to Friday) with the balance to be worked during busy periods, during the holidays, the occasional evening events or to attend mandatory training sessions. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.
<b>Main (Core) Duties</b>	
<ul style="list-style-type: none"> <li>• Work alongside the Careers Lead to ensure the College Careers Programme meets the Gatsby Benchmarks.</li> <li>• Work with the Careers Lead to monitor, evaluate and report on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.</li> <li>• Use up to date labour market information to develop students' knowledge and understanding of different sectors, industries, and roles.</li> <li>• Complete termly Compass+ audits against Gatsby Benchmarks.</li> <li>• Work with the Careers and Enterprise company, LLEP and Enterprise Advisor, attending meetings and webinars to ensure our CEIAG offer is up to date, robust and meets Ofsted requirements.</li> <li>• Provide group and 1:1 impartial career guidance to students in Years 7 to 13 which challenge and support them to make informed, realistic, and adaptable careers decisions.</li> <li>• Work with the Pastoral and Post 16 staff to provide specific support to Year 11 and 13 students on Post 16 and 18 options.</li> <li>• Educate and advise students about the diverse career opportunities in industry and business and the skill sets required.</li> </ul>	

- To involve parents and carers, where relevant, in the careers guidance programme and support provided to their child.
- To work with the PALS, Pastoral Managers and SENDCO to identify students at risk of being NEET and to provide CEIAG support.
- Generate and maintain records electronically in support of careers guidance interviews and meetings, including a summary of agreed actions/action plan.
- Arrange and deliver careers related assemblies including from external speakers.
- Lead the development of a broad network of employer, FE, HE, Apprenticeship Providers and University partners able to support with delivering the College's careers programme, ensuring that students and year groups benefit from meaningful encounters with these throughout the academic year, with relevance to their courses.
- Liaise and network with local and national employers and institutions in relation to careers events and opportunities.
- Plan, arrange and take part in student trips, visits and enrichment activities, university workshop opportunities etc.
- Organise the annual Careers & Apprenticeship Fair and other relevant activities in conjunction with the Careers Leader.
- Coordinate National Apprenticeship Week and Careers Week activities.
- Coordinate the Year 10 and 12 work experience programmes liaising with local business partners, students, and parents to secure placements.
- Plan and carry out risk assessments of workplaces to support placements and ensure that business partners are made fully aware of their role with regards to employer liability, third party liability, Safeguarding and Prevent etc.
- Support students to secure one off placements/block work experiences during term and non-term time to further enhance students' workplace experiences.
- Lead and work with business partners to develop induction, monitoring and review processes to help students meet the challenge of work placements.
- Monitor and visit students out on work placements.
- To plan and facilitate career-related learning activities for each year group through the provision of handbooks, activities, and resources for the College PSHE programme's careers units.
- To collate the Post 16 and Post 18 options handbooks to support students with their next steps.
- To manage the College's chosen careers information platform: Unifrog, monitoring students' engagement with this as part of the careers programme.
- To maintain the careers area of the College website to ensure it meets statutory requirements and acts as an information hub for CEIAG, apprenticeship and employment opportunities, work experience and insight days, and next steps post 16 and 18.
- To lead on the organisation of careers related trips including the twice-yearly UK University & Apprenticeship Search Fair for Year 12 students.
- To plan, organise and lead, with the Careers Lead, whole school careers events such as the Year 10 Careers Day and BBC Bitesize careers workshop.
- To coordinate regular effective communication to students and parents about the College careers programme through school communication channels including the parent newsletter and social media sites.
- To gather stakeholder feedback (student, parent, staff and employer) and evaluate accordingly to improve the programme.
- To liaise with the admin team to ensure the Year 11 and 13 destinations data is collected, collated and statutory figures are published as required in a timely manner.
- To coordinate the organisation and where appropriate the delivery of careers education to staff on INSET days.
- To attend open evenings and other internal and external events as required including the Year 9 Subject Choices Evening and Lutterworth Sixth Open Evening.
- To communicate with relevant external agencies and networks, e.g. South Leicestershire Inclusion Partnership to provide CEIAG support to students.
- To negotiate Service Level Agreements, where relevant.
- Secure funding for careers related projects.

<p style="text-align: center;"><b>Additional duties to include:</b></p>
<ul style="list-style-type: none"><li>• As a member of staff working in a school setting to have a duty to help keep young people safe and to protect them from sexual, physical, and emotional harm and to take reasonable steps to ensure the safety and well-being of students.</li><li>• To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health &amp; Safety.</li><li>• As a member of staff in a School that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations.</li><li>• As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in co-curricular activities.</li><li>• To carry out such other duties which may be required from time to time within the grading of the post.</li></ul>