



Job Description: Careers Advisor

Work Directed by: Careers Leader

Time Allocation: 1 day per week term time only  
8.30 – 4.00pm  
+ 2 days of Summer holidays working

#### Purpose of the Role

To organise and deliver Careers Guidance interviews for Year 9 – Year 13 students, both individually as well as group interview sessions. The postholder will also attend Parent's Consultation events for Years 9 – 13.

The role requires a proactive and organised individual who is able to communicate effectively with all stakeholders of the school. The successful candidate will also hold a Level 6 Careers Guidance qualification.

#### Specific requirements of post

- To hold a Level 6 Careers guidance qualification
- To support and contribute to the delivery of the Gatsby Benchmarks
- To keep up to date with changes to progression routes, new qualifications and course offers of Post-16 and Post-18 providers
- To advise the Careers team of changes to progression routes, new qualifications and course offers of Post-16 and Post-18 providers
- To support the sharing of careers information through the updating of the Davenant Careers Google Site and the Careers Google Classroom

#### Careers Advice

- To organise and deliver individual careers advice interviews with key year groups across the school
- To organise and deliver group careers sessions for key year groups across the school
- To attend Parent's consultation events to provide careers advice and guidance

#### Monitoring and tracking

- To contribute to the identification of groups of students who may need additional support

The post holder will need to work closely with the Careers Leader, Careers Progression & Work Experience Co-ordinator and other key members of staff across the school to effectively deliver the task outlined in this Job Description.

Carry out any other reasonable tasks as may be required by the school.

The duties may be varied by the Headteacher and/or Governing Body in a manner compatible with the post held in order to meet changed circumstances