



JOB DESCRIPTION

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

Job Purpose:

To provide high-quality careers information, advice and guidance to students, supporting informed decision-making and successful progression into education, employment or training. The postholder will work as part of the careers team to support delivery of the college careers programme, with a particular focus on students at risk of becoming NEET (Not in Education, Employment or Training).

Key Responsibilities

Careers Guidance and Student Support

- Interviewing students in Key Stage 5 on a one-to-one and/or in small groups.
- Providing high-quality information, advice and guidance about a range of post-18 progression routes, such as careers, education, employment, training and student finance, either directly or in partnership with specialist agencies providing targeted support for students at risk of becoming NEET.
- Preparing students with all aspects of making high-quality applications, including to further or higher education, apprenticeships, training providers or employment.
- Providing 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.
- Providing information to students on the possibility of studying abroad.

Skills Development and Employability

- Assisting students in gaining the skills required to increase their chances of successful transition from post-16 education to higher education, training and employment, for example interview and application skills.
- Using computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories.

Gatsby Benchmarks and Careers Programme Delivery

- Working as part of the careers team to ensure the college meets, evidences and continuously improves delivery against the Gatsby Benchmarks.
- Coordinating, quality assuring and promoting high-quality experiences of the workplace, with a priority focus on students at risk of becoming NEET.
- Encouraging and implementing whole-college use of online resources within the wider academy curriculum, such as guidance sessions, tutorials and enrichment activities.

Events, Enrichment and Employer Engagement

- Presenting information at open evenings, parent and carer events, transition events and other events.
- Running small-group, drop-in sessions or larger presentations on all aspects of careers work, including enrichment opportunities.
- Assisting in planning and organising careers events, including employer engagement activities and mock interviews.

GORSE

- Planning a range of external trips and visits, as well as in-college events, to promote aspirational progression destinations to students.
- Attending key college events, including results days, applicant events, parent and carer evenings and enrichment activities, where appropriate.

Partnership Working and Safeguarding

- Working collaboratively with pastoral, safeguarding, SEND and careers teams, as well as external agencies, to ensure vulnerable learners and those with learning difficulties receive coordinated support, high-quality careers guidance and effective transition planning.
- Liaising and negotiating with other organisations on behalf of students.

Information, Tracking and Professional Development

- Researching careers, options and support organisations to meet students' needs, contributing resources and materials for tutorials, assemblies and staff CPD as required.
- Maintaining accurate and up-to-date records using ICT systems for administrative tasks, such as recording interactions with and tracking students.
- Tracking and monitoring progression into higher education, training and employment.
- Keeping up to date with labour market information, legislation, and professional and academic developments by developing and maintaining strong partnerships with employers and training providers and attending training events run by educational and professional bodies.

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.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Person Specification

Criteria	Essential/ Desirable
Qualifications	
<ul style="list-style-type: none"> Level 6 qualification in Careers Guidance and Development (or willingness to work towards) 	E
<ul style="list-style-type: none"> First Aid at Work qualification (or willingness to work towards) 	E
Knowledge and Skills	
<ul style="list-style-type: none"> Strong understanding of post 16 and post 18 progression routes and application processes, with a particular focus on apprenticeships and employment. 	E
<ul style="list-style-type: none"> Experience of delivering impartial careers advice and guidance, tailored to individual needs and destinations. 	E
<ul style="list-style-type: none"> Strong ability to engage, motivate and form meaningful relationships with learners aged 16-19, including those who are vulnerable or disengaged. 	E
<ul style="list-style-type: none"> Knowledge of progression pathways for GCSE and students studying level 3 qualifications including further education, higher education, apprenticeships and employment. 	E
<ul style="list-style-type: none"> Skills in coordinating and quality assuring work experience placements. 	E
<ul style="list-style-type: none"> Ability to identify, target and prioritise opportunities for young people, particularly those who are vulnerable, disadvantaged or have SEND, ensuring equitable access to progression routes, work experience and employer engagement. 	E
<ul style="list-style-type: none"> Ability to work collaboratively with employers and external partners. 	E
<ul style="list-style-type: none"> Competence in using data systems and tracking destinations. 	E
<ul style="list-style-type: none"> Strong understanding of all Post 16 and post-18 progression routes and application processes. 	E
<ul style="list-style-type: none"> A passion for education and making a difference to life chances of all young people. 	E
<ul style="list-style-type: none"> Excellent communication, presentation and organisational skills, with the confidence to engage effectively with a wide range of stakeholders 	E
<ul style="list-style-type: none"> Effective team member, demonstrating flexibility and a willingness to contribute beyond core responsibilities. 	E
<ul style="list-style-type: none"> Drive and determination to reach and exceed challenging targets. 	E
<ul style="list-style-type: none"> Energy, enthusiasm, flexibility and a positive mindset, with a caring and student-centred approach. 	E
Experience	
<ul style="list-style-type: none"> Experience of offering information, advice and guidance to young people aged 11-18. 	E
<ul style="list-style-type: none"> Experience of NEET prevention. 	D
<ul style="list-style-type: none"> Experience of having supported students from disadvantaged backgrounds in reaching aspirational destinations. 	D
Continuous Professional Development	
<ul style="list-style-type: none"> Evidence of commitment to Continuing Professional Development 	E
<ul style="list-style-type: none"> Commitment to completing a Level 6 qualification if not already qualified 	E
<ul style="list-style-type: none"> Commitment to completing a First Aid at Work qualification 	E
Other Conditions	
<ul style="list-style-type: none"> Enhanced DBS Clearance 	E

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