

**Eastern Learning Alliance**

**Job Description**

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| **Post Title** | **Careers Advisor** |
| **Reporting to:** | Assistant Principal: Head of Sixth Form |
| **Responsible for:** | Careers, Work Related Learning & Enterprise Education |
| **Salary:** | SO1 Point 23-25 (£28,226-£30,095) |
| **Working time:** | 37 hours per week, 39 weeks (term time plus one week)  (working hours to be agreed, with the option for flexible working for the right candidate) |
| **Location:** | The normal place of work will be Impington Village College |
| **Disclosure Level:** | Enhanced DBS |

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| **Primary Purpose of the Role** |
| * Co-ordinate careers education provision from Year 9 to 13 and oversee coordination of careers education provision Years 7 and 8 * Evaluate careers education provision from Year 7 to 13 across the College to ensure that it remains current and fit for purpose, and meets the Gatsby Benchmarks * Work with DHOHs/HOHs to maintain and develop appropriate schemes of work and resources for careers education in lessons in Year 9 to 11 and oversee Years 7 and 8 * Monitor, advise and support colleagues in the delivery of careers education lessons * Manage the development and maintenance of the careers section of the College website * Support with the Post-16 process including the Post-16 Information Evening and the Post 16 application process * Co-ordinate work-related learning and enterprise education provision, including enrichment days from Year 9 to 13 and oversee Years 7 and 8 * Evaluate the work-related learning and enterprise education provision across the school to ensure that it remains current and fit for purpose * Work with DHOHs/HOHs to maintain and develop appropriate schemes of work and resources for work-related learning and enterprise education in lessons in Years 9 to 11 and oversee Years 7 and 8 * Monitor, advise and support colleagues in the delivery of work-related learning and enterprise education lessons * Manage the development of links with the local business community to enhance students’ employability skills * To ensure that mentoring systems benefit from links with the wider community * To promote extended Work Experience to students and work with the Pastoral/AP team to support individual students * Other reasonable duties as directed by the member of the headship team with responsibility for 14-19, Careers, Work-related learning and Enterprise education |
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| * Play a full part in the life of the Trust to support its distinctive vision and ethos and to encourage staff and students to follow this example * Promote actively and comply with the Trust’s and College policies and procedures * Ensure all concerns are reported to an appropriate person * Participate in the Trust’s appraisal scheme |
| **Safeguarding** |
| * Be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust’s Safeguarding/Child Protection policies * Undertake regular safeguarding/child protection/adult protection training as required by the Trust * Report any concerns in accordance with the Trust’s safeguarding/Child protection policies |
| Whilst every effort has been made to list the main duties and responsibilities of the post, each individual task undertaken may not be identified. |