**Job PROFILE**

Careers Advisor and Personal Development Co-ordinator

## Main Purpose:

The post-holder will work within Shirebrook Academy, to further develop and maintain a cohesive, efficient and effective strategy to provide a Careers and Guidance Advisory Service to our students and an effective Personal Development (PD) Programme. The role will include providing impartial careers information, advice, guidance and support to students within years 7 – 11, to assist them in exploring career ideas, reviewing options, establishing realistic career action plans, and helping them to develop their employability skills and progression routes.

The post holder will ensure the Academy has a PD curriculum that meets the needs of students in a changing world contributing to positive post-16 progressions. PD includes Personal, Social and Health Education (including statutory Relationships and Sex and Health education), Careers Education, and Citizenship (including SMSC and British Values).

The ideal candidate will forge links with various outside agencies and organisations to help enrich and support personal development and careers within our curriculum. Students will reach their full potential by taking advantage of opportunities to gain real experience at external organisations and through engaging with the PD curriculum.

# Main Duties and Responsibilities:

To take a full and active role in the academy and carry out the following duties:

* To provide the service outlined above in a variety of ways, to include: drop-in sessions, year group presentations, small group workshops, intensive individual guidance and support, and the use of web-based technologies.
* To develop and deliver an in-house programme of presentations and workshops which raise students’ awareness of the range of career opportunities available to them post-16 and post-18.
* To work with local colleges, apprenticeship providers and external agencies to organise and implement a programme of events and work based learning opportunities which support the career development, successful progression and employability skills of students within years 9 – 11.
* To work with the Assistant Vice Principal with overall responsibility for Personal Development and Careers to provide effective careers and employability skills education.
* To create opportunities, working in close collaboration with the Assistant Vice Principal, in relation to the KS3 and KS4 Personal Development curriculum, CEIAG and Business and Employability for students which supplements the curriculum through Personal Development lessons for Years 7-10, academy entitlement for years 7-11 (e.g. PD days, PD Lessons) and other methods for targeted groups (e.g. Higher Attainers, alternative work experience), other methods (such as trips, High Achiever groups, curriculum specific links and employment encounters). To secure and manage externally funded PD related projects.
* To develop and deliver tailored Information, Advice and Guidance (IAG) programmes for students considering specific vocational pathways, in liaison with Post-16 providers.
* To identify early those at risk of becoming NEET (Not in Education, Employment or Training), in order to provide one to one support, in liaison with parents, the Year 11 team and relevant external agencies, in order to ensure that all students progress to meaningful and appropriate education, employment or training.
* To manage and support teachers to ensure they have the resources and skills to deliver the PD Programme, including contribution to small group sessions. To deploy support staff and differentiated materials to support students with SEND (Special Education Needs and/or Disabilities).
* To manage delivery of the careers guidance contract with Chesterfield College.
* To develop links with local businesses, Further and Higher Education providers and partnership organisations (for example Education Business Partnership) to identify opportunities. To enhance curriculum and prepare students for progression/transition at Post 16.

Lead and manage the Y10 work experience programme including, Student journey (preparation, guidance, evaluation), Contact with employers, Parental support and guidance.

* Support and direct ‘Admin for work experience’ responsible for direct contact with employers and students to ensure students are successfully placed.
* To liaise with HoYs, SENDCo and Teachers to identify student need and direct to suitable intervention, e.g. (careers guidance, CRUSH programme).
* To provide own vehicle for the transportation of students attending career and information activities as and when required.
* To carry out any other duties as required by the Assistant Vice Principal/Associate Principal.
* Positively market the Academy as part of the ongoing relationships with external parties and promote activities and events by means of newspaper articles, advertisements and other means.
* To design and develop relevant learning materials for staff and students, taking account of new development and good practice.
* To maintain an excellent understanding of changes in local, regional and national career opportunities.

**General Duties and Responsibilities**

* To appropriately maintain the confidentiality of the working environment.
* Promote the aims of the Academy.
* To understand and observe the policies and procedures of the Academy.
* Support and maintain a positive working environment between colleagues across the Academy.
* To undertake training as required.
* To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures.
* To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974.
* To understand and comply with procedures for the emergency evacuation of the Academy.
* The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not.

***The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.***

**ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**