POST TITLE: Careers Advisor	**GRADE:** Grade 6
RESPONSIBLE TO: Careers Lead	
DATE: November 2026	

Responsible for:
No direct reports

Purpose of role

- Working under the direction of the Careers Lead, to support the effective delivery of Careers Education, Information, Advice and Guidance (CEIAG), with particular responsibility for providing practical, impartial careers information, advice and guidance to students and their families.
- Provide careers information, advice and guidance to individual students and groups of students.
- Support students and families at key transition points, particularly Years 9, 11 and 13.
- Help students understand post-16 and post-18 pathways, including sixth form, college, apprenticeships, training, employment and higher education.

- Support the planning and delivery of careers interviews, events, employer encounters and workplace experiences.
- Support students before, during and following work experience and other workplace activities.
- Work with the Careers Lead, Curriculum Directors, Heads of House, tutors and other colleagues to ensure students receive appropriate careers support.

Role boundary: The academy does not describe its careers guidance as independent. The post-holder will provide impartial advice, presenting the full range of appropriate education, training, apprenticeship and employment routes without favouring a particular provider or pathway.

Duties and responsibilities

Careers advice and guidance

- Provide impartial careers information, advice and guidance to students individually and in groups.
- Support students to explore realistic and aspirational education, employment and training pathways.
- Support students with post-16 and post-18 choices, applications, CVs, personal statements, apprenticeship searches and preparation for interviews.
- Provide information and guidance to parents/carers to help them support their child's progression and career planning.
- Provide targeted support for students who may be at risk of becoming not in education, employment or training (NEET), or who experience barriers to progression.
- Work with pastoral, SEND and safeguarding colleagues where a student's circumstances affect transition or progression.
- Maintain appropriate confidential records of advice, interventions, intended destinations and agreed follow-up actions.
- Refer complex or specialist matters to the Careers Lead or another appropriate service where necessary.

Gatsby Benchmarks and programme support

- Support the Careers Lead in monitoring the academy's progress against the Gatsby Benchmarks.
- Maintain accurate records of careers interventions and student participation to support evaluation and reporting.
- Contribute to the delivery of careers education within the curriculum, working with relevant staff as directed by the Careers Lead.
- Identify gaps or opportunities in careers provision and bring these to the attention of the Careers Lead.
- Support the maintenance of accurate and current careers information on the academy website and in published materials.

Experience of the workplace

- Support the academy in providing students with appropriate experiences of workplaces and employers.
- Support students to secure and prepare for work experience opportunities linked, where possible, to their interests and intended pathways.
- Support the organisation, administration and monitoring of work experience placements in accordance with academy and Trust procedures.
- Undertake placement checks and visits where required and when appropriately trained to do so.
- Identify and report safeguarding, health and safety or placement-suitability concerns in accordance with academy procedures.
- Maintain appropriate records relating to student placements and employer engagement.

Careers Hub

- Publicise the facilities and services available through the Careers Hub.
- Maintain an organised, accessible and up-to-date Careers Hub.
- Supervise students who attend lunchtime careers drop-in sessions and provide appropriate initial advice and signposting.

CEIAG provision and evaluation

- Support the Careers Lead in coordinating the delivery of in-school CEIAG and access to impartial careers guidance.
- Contribute to monitoring and evaluating CEIAG, including gathering feedback from students, parents/carers and stakeholders.
- Support students with mock interviews and other employability activities as appropriate.
- Contribute to careers-related assemblies, tutor resources and curriculum materials.

Transition events and partnerships

- Support the planning, organisation and delivery of events that inform students and parents/carers about GCSE pathways, post-16 and post-18 options, apprenticeships and employment opportunities.
- Provide careers information and advice at progression events, consultation days and evenings, and following the release of examination results.
- Liaise with colleges, employers, universities, training providers and other agencies to support events and student progression.
- Work collaboratively with the Wellsway School careers team to support post-16 students and contribute to shared post-16 careers provision.

Other responsibilities

- Support the effective sharing of careers information with curriculum and pastoral teams.
- Work with the Careers Lead and Curriculum Directors to strengthen careers links within the curriculum.
- Notify students of relevant training, apprenticeship, employment and education opportunities.
- Attend relevant meetings as appropriate.
- Liaise with relevant staff to collect and maintain intended and sustained destination information.
- Create and maintain careers displays around the academy and within curriculum areas.

Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times

- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns
- Remain vigilant to ensure all students are protected from potential harm

General:
The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".

- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order. https://www.gov.uk/government/collections/dbs-filtering-guidance '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

Person Specification – Careers Advisor	Essential (E) or Desirable (D)
Education/Qualifications	
GCSEs at grade C/4 or above, or equivalent, including English and mathematics	**E**
Educated to A level or equivalent	**E**
Relevant qualification in careers information, advice and guidance (minimum Level 6 Career Development Qualification)	**E**
Experience	
Experience of working with young people aged 13–19	**E**
Experience of working in an advisory, advocacy, mentoring or guidance role	**E**
Experience of communicating directly with parents/carers	**E**
Experience of working in a school or education environment	**D**
Experience of supporting applications, CVs, personal statements or interview preparation	**D**
Knowledge and Understanding	
Understanding of the main post-16 and post-18 pathways, including further education, higher education, apprenticeships, training and employment	**E**
Understanding of safeguarding responsibilities when working with children and young people	**E**
Understanding of impartial careers advice and the importance of presenting the full range of suitable pathways	**E**
Knowledge of the Gatsby Benchmarks and careers provision in schools	**D**
Knowledge of local and regional education, training and employment opportunities	**D**
Skills	
Excellent administrative and organisational skills, with the ability to maintain accurate and confidential records	**E**
Ability to communicate effectively and sensitively with young people, parents/carers, colleagues and external partners	**E**
Ability to establish positive professional relationships and build rapport with young people and families	**E**
Ability to provide information and guidance in an impartial, non-judgemental and inclusive manner	**E**
Ability to work independently, use initiative and manage competing priorities within agreed direction	**E**
Strong IT skills, including word processing, spreadsheets, databases and online research	**E**
Attributes	
Approachable, positive and committed to high standards	**E**
Committed to safeguarding, equality, diversity and inclusion	**E**
Able to work collaboratively under the direction of the Careers Lead	**E**
Committed to continuing professional development	**E**