



Job title: Careers Adviser

Salary: Grade I SCP23, £27741 per annum pro rata

Hours: 15

Contract type: Part time Permanent

Reporting to: Assistant Head Personal Development

Main purpose

St Augustine's School Scarborough is seeking to recruit a motivating and inspiring careers adviser to bring their experience and skillset to our school. If you are passionate about careers and can support us in maintaining our excellent standards and add value to our students then this is the role for you.

We are looking for somebody to bring enthusiasm and innovative ideas to a team who welcome the chance to offer our children something that bit different.

The careers adviser will take lead responsibility and accountability for the delivery of our school's programme of careers advice and guidance.

The post holder will have the confidence and authority to influence colleagues and stakeholders, make decisions, and deliver group learning through the events, presentations and workshop they organise.

The careers adviser will need to build strong relationships with staff in local colleges, external agencies and businesses and use these stakeholders to support career development and key skills of pupils to maximise employability.

The careers adviser will be able to give independent careers guidance to individual students in order that they are fully prepared for the next stage of their education.

Duties and responsibilities

Leadership

- Influence the team of teachers, administrators, external partners and others who deliver careers guidance
- Advise the senior leadership team on policy, strategy and resources for careers guidance and showing how they impact.
- Report to senior leaders
- In liaison with the Careers Leader, prepare and implement a careers guidance development plan, review and evaluate careers guidance and provide information for school improvement planning, Ofsted and other purposes

- Understand the implication of a changing education landscape for careers guidance, e.g. technical education reform
- Ensure compliance with the legal requirements to provide independent careers guidance and give access to providers of technical education or apprenticeships to students in school

Management

- Plan the programme of activity in careers guidance
- Brief and support teachers involved in careers guidance
- Monitor delivery of careers guidance
- Support tutors, providing initial information and advice
- Manage careers budget
- Manage the provision of career and labour market information
- Manage the careers section of the school's website, ensuring information is accurate and up to date

Coordination / Operation

- Liaise with subject leaders to plan their contribution to careers guidance
- Coordinate encounters with employers and work experience
- Communicate with pupils and their parents, engaging pupils with career planning
- Key contact for pupils for applications to colleges etc
- Inspire pupils to explore career ideas and their options, helping to form clear action plans and developing any skills needed.
- Designing and developing materials useful for the learning of both pupil and staff
- Work on student's employability skills – e.g. interview techniques / practise interviews

Networking

- Establish and develop links with further education colleges, apprenticeship providers, university technical colleges and universities
- Establish and develop links with employers
- Commission careers guidance services where appropriate
- Manage links with external organisations
- Secure funding for careers related projects
- Build a network of alumni who can help with the career's guidance programme
- Attend and participate in open evenings / parents' evenings where appropriate
- Represent the school at external meetings where appropriate
- Raise awareness of the importance of career planning for students across school to staff, governors, students and parents

Safeguarding

- Be committed to the safeguarding and welfare of children raising concerns as appropriate
- Understand basic GDPR and maintain confidentiality at all times
- Have a good basic knowledge of safeguarding and where to find the most up to date guidance

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the careers adviser will carry out. The postholder may be required to undertake other duties appropriate to the level of the role.

Person specification

Criteria	Qualities
Qualifications and training	GCSE (or equivalent) in English and Maths Experience in careers advice or relevant qualifications Level 6 qualification in careers guidance desired
Experience	Successful leadership and management experience in a school or other, similar organisation Experience of advising others or offering support and guidance Delivering presentations / feedback to others Coordinating events Working with children / young people ideally in a school environment
Skills and knowledge	Expert knowledge of legislation and guidance on careers. Awareness of local and national organisations that can provide support with delivering a careers programme Good IT skills Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders Presentation and interview skills
Personal qualities	A commitment to getting the best outcomes for all pupils and promoting the catholic ethos and values of the school Uphold and promote the ethos and values of the school Ability to work under pressure and prioritise effectively Maintain confidentiality at all times Commitment to safeguarding and equality
Other requirements	Able to work evenings for events when required

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We require the successful applicant to undertake an enhanced Criminal Record check via the Disclosure and Barring Service. The role will involve contact with children and engaging in regulated activity with children.

Please note St Augustine's School are currently part of St Margaret Clitherow Catholic Academy Trust and we are in the process of joining the St Cuthbert's Roman Catholic Academy Trust.

