



The Chase

A SCHOOL OF EXCELLENCE

Job Description

Post Title: Careers Advisor

Hours: 15 or 22.50 hours per week (15 hours worked over 2 days 22.50 hours worked over 3 days)

Line Manager: Assistant Headteacher

Salary: Scale 5

Purpose of the Job:

To help in the delivery of the Strategic Careers Plan at The Chase School, in line with the requirements of the National Career Strategy/The Gatsby Benchmarks. The Careers Advisor will hold a Level 6 Careers Guidance qualification, or a Level 4 Advice and Guidance qualification and currently working towards Level 6 Career Guidance, and will complete within the next 6 months.

Key duties and responsibilities:

Personal Career Guidance

1. To conduct group and one to one student-focused, impartial, personal career guidance interviews with students which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
2. To ensure Careers Advice is accessible and sensitive to the needs of different and diverse groups such as cultural and ethnic groups and including sexuality and disability. To provide strong support for SEND students, liaising with the SEND Department, Pupil Premium pupils and those at risk of becoming NEET.
3. To generate and maintain pupil records electronically, in support of personal guidance interviews, including a summary of agreed actions/action plan.
4. To mentor students in matters to do with careers guidance and support.

Careers Information

1. Use expert knowledge of careers information and LMI to enable pupils to identify, access, interpret and utilize valid and current information that is relevant to them, including the appropriate use of IT e.g. social media and web-based information sources
2. To aid with the organisation of careers fairs and other relevant activities in conjunction with the Careers Lead
3. Attend and support events such as exam results day(s), option evenings and open events

M J Fieldhouse Headteacher

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Career Guidance Programmes

1. To provide advice to the Careers Lead on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others in the development and delivery of the careers guidance programme in school and the achievement of the Gatsby Benchmarks and QiC award.
2. To facilitate career-related learning activities in groups with students and support initiatives such as weekly drop-ins for students.
3. To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and QiC award.

Networking, Consultancy and Advocacy

1. To refer to specialist services if required, to support specific needs of pupils e.g. young people with SEND
2. To communicate with relevant external organisations and networks for the benefit of pupils and the enhancement of the career guidance programme.
1. To involve parents and carers, where relevant, in the careers guidance programme and support provided to their child and attend parents' evenings as required.
2. To negotiate Service Level Agreements, where appropriate.

Additional

1. To assume such additional responsibilities relevant to this position as the Headteacher may from time to time request
2. Be aware of and comply with policies and procedures relating to Safeguarding, Health & Safety, Security, Confidentiality and strictly adhere to Data Protection regulations, reporting all concerns to an appropriate person/line manager
3. Contribute to the overall ethos, work and aims of The Chase.
4. Be committed to promoting and safeguarding the welfare of students at The Chase. To assess when there are urgent child protection or risk management issues regarding the young person and to make referrals and to co-ordinate with the appropriate school professional in line with school policy.
5. Attend and participate in such meetings as are reasonably required by The Chase.
6. Seek advice and support from an appropriate member of staff if this is needed.
7. Give reasonable prior warning, in person, of any absence from school.
8. To attend and undertake statutory training which will be discussed if and when appropriate.

July 2022

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