

**JOB DESCRIPTION**

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| **Job Description: Careers Advisor****Reporting To: Director of Learning Pay Scale: SCP 20 - 22** **Job Purpose:** To plan, develop, deliver, monitor and evaluate the careers programme at the school, ensuring it prepares and assists students in their choices and transitions in education, training and employment. Working with a range of internal and external stakeholders, the post holder will ensure the provision meets student needs in an affordable, sustainable, safe way, enhancing their future career considerations and options |
| **Key Responsibilities:** |
| * Develop and deliver a careers advisory service for the school, working within national guidance, approaches, best practice guidelines and general procedures, delivering high quality careers education information and guidance offer.
* Provide information, advice, and guidance about careers, employment, volunteering, and educational opportunities to support individuals to identify their education and career goals and understand the requirements to achieve them. This includes targeting specific students to offer considered and bespoke support around future pathways and employability, helping students position themselves well for the future career aspirations and pathways.
* Manage the provision of good quality, accessible, user friendly, easily understandable careers toolkits and resources for key stakeholders (e.g. staff, parents and students).
* Promote the careers service within the school, so that individuals know where and how to access help and support. This includes co-ordinating campaigns and events.
* To advise a range of stakeholders, including senior managers, on careers policy, plans and resources for careers education, information, advice and guidance (CEIAG), updating stakeholders on progress against plans and the impact activities have on students.
* To work in conjunction with the Trust Director for Employability to lead and manage the employer-led programme at the School. This will include developing and maintaining positive working relationships with local employers, arranging a range of support for student delivered by employers (e.g. mentoring, advice, guidance and presentations for individuals and groups of pupils). Liaising with employers and developing a good understanding of current and future student needs, the post holder will develop and embed employer-led programmes, including seeking opportunities for placements, work experience and apprenticeships), monitoring and evaluating their success, and ensure they are operating safely.
* To Establish and develop links with further education colleges, apprenticeship providers and universities, maximising opportunities for students.
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| **The key competencies and behaviours commensurate with this post are identified overleaf.** |
| **General Information:**The job description is not intended to be a complete list of duties and responsibilities, but details the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the trust. The post holder will undertake any other duties appropriate to the remit.The trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibility for Health and Safety on all employees, therefore it is expected that everyone takes reasonable care for their own health and safety and the health and safety of others.The above duties may involve having access to information of a confidential nature, which may be covered by General Data Protection Regulations (GDPR) 2018, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must always be maintained and employees must work with and process personal and sensitive information in accordance with Data Protection Act 2018 including the GDPR. Employees must protect the safety and security of information (e.g. using strong passwords, reporting breaches, and ensuring information is stored and disposed of securely. |





**Ethical Leadership Qualities**

**Competencies and Behaviours**

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| **Competency** | **We do this by** |
| **Trust** | * Being reliable, consistent, credible, honest, humble, courageous and kind.
* Managing emotions and helping others to manage their emotions.
* Keeping promises and doing what you say you will do
* Having a genuine interest in others
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| **Wisdom** | * Developing knowledge and real expertise, then sharing knowledge
* Learning from mistakes and failures and admitting when we are wrong
* Recruiting knowledgeable, skilled experts, learning from them, embracing their expertise and helping them to flourish.
* Viewing systems, methods, models and techniques as a means to an end, removing or changing them if they prove to be ineffective.
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| **Kindness** | * Being kind, humble and authentic
* Leading with compassion and care, listening and seeing beyond the job role to the person
* Using high levels of emotional intelligence. Building trust and rapport with others, by acknowledging, empowering and elevating others.
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| **Justice** | * Doing what is right, rather than what is popular or easy.
* Ensuring we live and breathe our sense of purpose and values in the way we behave, interact with others, make decisions and communicate.
* Ensuring rules are necessary and applying them in a consistent, transparent and fair way, whilst allowing for discretion and common sense.
* Valuing difference, building diverse teams and encouraging others to behave responsibly towards the community and the environment.
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| **Service** | * Reducing stress and anxiety in the organisation by modelling calm and considerate behaviour
* Behaving in a dutiful, conscientious way, demonstrating humility and self-control to build great schools.
* Removing barriers and blockers to enable others to do their jobs well
* Leaving our egos at the door and putting ourselves in the service of others.
* Channel ambition into our schools, not ourselves, and developing our successors
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| **Courage** | * Looking in the mirror when something goes wrong.
* Remaining calm, optimistic and positive in the face of adversity, adapting to changing circumstances and helping others to move forward.
* Give the whole truth, the back-story and the why.
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| **Optimism** | * Believing in our own ability, and the ability of others, to do what is right to change the world for the better.
* Calling out negativity and cynicism
* Remaining positive and encouraging, despite sometimes experiencing setbacks, challenges and pressures. Helping others to maximise opportunities, overcome challenges and celebrate success.
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| **Vision** | * Anticipating the future and helping people ready themselves for change. Thinking strategically, researching, gathering, analysing and assessing information, seeking opportunities for organisational development.
* Scan the horizon, read and research, share learning with others and collaborate to consider options, obstacles and risks.
* Believing in the potential of others; helping them be the best they can be.
* Quickly taking in new information and translating that into recommendations, decisions, plans and projects.
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