



Post Reference: 2734

Job Title: Careers Advisor

Academy Name: Leeds City Academy

Hours: 22.5 hours per week, Term Time Only plus 5 additional days

Grade: SO1 (Actual Salary £18,089 to £19,103)

Accountable to: Careers Leader

JOB DESCRIPTION

Role:

You will support the Careers Leader in the delivery of an aspirational and progressive careers education, information, advice and guidance offer for all students at Leeds City Academy (LCA). This role will involve regular contact with students, parents, local Further Education (FE) and Higher Education (HE) providers as well businesses in the immediate and wider area of Leeds. Central to the role will be supporting LCA in maintaining adherence to all 8 Gatsby Benchmarks. LCA has also achieved the Quality in Careers Standard, and we are looking for a candidate who can support and grow this high-quality work.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

Duties and Responsibilities:

Working with the Careers Leader on the whole school Careers offer, which will include;

- Supporting with the delivery of the LCA careers strategic goals
- Working towards the implementation of the Gatsby Benchmarks
- Delivering Raising Aspirations and careers focused projects
- Supporting with careers in the curriculum resources and planning
- Developing the work experience offer and the SEED programme
- Inputting into the DNA careers curriculum as required
- Supporting with the tracking and monitoring take up of careers guidance
- student destinations of leavers
- Supporting with strategies to help potential Not in Education or Employment Training (NEET) students in preparation for post 16 education or training and tracking student destinations



- Supporting students to record and review their progress towards meeting set goals, developing skills, achieving qualifications and awards and writing personal statements and CV's
- Working closely with the Special Education Needs and Disabilities Coordinator (SENDCo) to support the transitional planning process for students with Special Education Needs (SEN) support or those with Education Health and Care needs Plan (EHCP's) to enter post 16 education

As the Careers Advisor, your **core responsibilities** will be:

- Delivering a programme of one-to-one careers guidance interviews
- Working with groups of students to provide appropriate careers support and guidance
- Resourcing a dedicated area with up to date and well-informed impartial materials, including the development of an online careers information portal and career of the month information

Equal Opportunities:

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
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Generic Staff Requirements:

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community
- Adhere to the principles expressed in the aims of the academy and its mission statement
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply academy policies in all aspects of the role
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes
- Work collaboratively with colleagues, knowing when to seek help and advice
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested
- Be aware of and comply with the academy policies and procedures e.g., safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

- Be responsible for safeguarding children and promoting their welfare and following child protection procedures
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards, and equal opportunities of the academy
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

Qualifications

E	Holds a Level 6 Career Guidance qualification (or Level 4 and working towards L6)	A I
E	Has demonstrated further professional development through qualifications or training	A I
E	Has knowledge of the education, training and career opportunities available to students post-16	A I
E	Has knowledge of government policy in relation to careers education and the gatsby Benchmarks	A I
E	Has experience of organising work experience placements for young people	A I
E	Has experience of organising events and supporting on projects	A I
D	Has experience of supervising young people on trips and visits	A I
D	Has experience of delivering assemblies	A I
E	Has excellent knowledge of how to use IT management systems to record and extract student information	A I
E	Has experience of developing positive relationships when dealing with outside organisations, staff, students and their parents	A I
E	Has excellent administrative and organisational skills	A I

Self-Management

E	Manages own personal time effectively	A I
E	Sets and achieves challenging professional goals	A I
E	Takes responsibility for their own professional development	A I

E	Can carry out administration responsibilities including analysing and measuring the impact of their own work	A I
Behavioural and Other Characteristics		
E	Proactive and adaptable.	A I
E	Student-focused and committed to supporting individual aspirations	A I
E	Can solve problems and convert them into success	A I
E	Resilient and resourceful	A I

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

An overseas check, such as a Certificate of Good Conduct, will be required if you have lived outside the UK for 3 months or more in the last 10 years while aged 18 or over. This is not required at the application stage but must be obtained by the postholder prior to appointment, in line with safer recruitment practices.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Safeguarding and Child Protection policy on our website.