Careers development professional Apprenticeship

Job description

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| **Purpose** |
| Provide careers advice and guidance to young people, using a range of approaches including individual career conversations, group guidance, workshops, remote activity and web-based technologies. |
| Deliver other information advice & guidance services as required e.g parent/carer events. |
| Liaise with external stakeholders with regard post 16 options where appropriate e.g (Careers Enterprise Company, colleges,6th forms, training providers). |
| Attend & represent NWHS at Careers related local meetings. |
| Keep accurate and up to date records of student meetings on the careers platforms used by NWHS. |
| Discuss with young people how to overcome barriers to reaching their goals and liaise with other staff where necessary on their behalf. |
| Plan & prepare resources and lessons to support careers education & events. |
| Create individual student action plan to support student with their post 16 plans. |
| Assist with promotion, co-ordination & checks linked to students completing work experience placements. |
| Assist with the review and evaluation of CEIAG events and processes in order to help implement new and enhanced opportunities. |
| Keep professional & occupational knowledge up to date and relevant for the role. |

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| **Qualifications, Experience & Knowledge** |
| Educated to A level or equivalent standard & have GCSE maths & English language at level 4/grade C as a minimum  |
| Willing to undertake L6 careers development professional apprenticeship |
| Enhanced DBS |
| Ability to motivate & guide students |
| Understanding of careers & education opportunities available after post-16. |
| Knowledge of apprenticeships and other training routes. |
| Must have a genuine desire to support and guide young people with their future aspiration decisions and choices. |
| Understanding of safeguarding procedures when working with young people in educational settings. |
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| **Skills & Abilities** |  |
| **Essential** | **Desirable** |
| Have a professional but friendly attitude |  |
| Have an open mind and be non-judgmental |  |
| Excellent verbal and written communication skills |  |
| Excellent organisational and administrative skills.  |  |
| Ability to manage own time and prioritise work load to meet deadlines. |  |
| Ability to communicate effectively with and relate to a variety of people: students, colleagues, parents, governors, employers etc. |  |
| Ability to liaise with external training providers and form effective working relationships. |  |
| Ability to communicate and develop relationships with employers and business to support work experience opportunities. |  |
| High levels of IT skills and working knowledge of MS Office ( Word,Excel, Outlook, Teams) | Experience of school based administration systems such as Arbor |
| Ability to use own initiative as well as working in a team environment. |  |
| A flexible approach. |  |
|  | Full clean driving licence |
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