

Job Description

Post	Careers Advisor
Grade	Grade 7 (£19,405 - £20,491 actual salary per annum)
Hours	37 hours x Term time plus one week (39 weeks)
Responsible to	Assistant Head Teacher
Responsible for	Providing careers education, employability skills and personal development advice to students and linking services to curriculum areas and eLearning

Key Duties

The post holder will be responsible for:-

1. Providing inspiring, current and appropriate careers education, information, advice and guidance on jobs, careers and employability to students and tutors to support students.
2. Working one-to-one with students assessing their abilities, interests and achievements, providing them with information and support on a range of issues including financial assistance and employment or progression opportunities and assisting them to make decisions suitable for their individual aspirations and circumstances.
3. Helping students to use careers information and resources and find learning, training and work opportunities appropriate to their chosen pathways and if necessary, referring students to specialist agencies and providing feedback to teaching staff on the individual and group needs of students.
4. Assisting students in recording their interests and abilities by creating CVs and personal portfolios. Planning actions to achieve their aims and developing their job seeking skills and employability through interviews.
5. Develop effective working relationships with appropriate local, national and international employers, colleges, universities and training providers including organisations and institutions (e.g. UCAS, UCAS Progress, National Careers Service, etc.) that support the Careers, Employability and Development service.
6. Staying up to date with occupational information, labour market information, financial support, legal entitlement, qualifications, higher education and equality and diversity issues relevant to the services and maintaining up to date records and completing other administration tasks including preparing reports or statistics for School/Academy managers or other outside agencies as required.
7. Providing a proactive and stimulating service making use of various open sessions/workshops; scheduled and drop-in one-to-one interviews/consultations or by giving talks to School/Academy-wide tutorial programmes and/or enrichment events at suitable Trust locations.
8. Liaising with School staff at all levels specifically teaching staff to support students with careers education, information, advice and guidance and the LLEP for employer engagement including Apprenticeships, Traineeships, work placements and work experience opportunities and assisting developing links with employers.

9. Developing, maintaining and making available engaging and up to date resources in a variety of media (and particularly eLearning activities) to promote the service and support students and staff with careers education, information, advice and guidance.
10. Ensuring through a range of means, including staff development events, that teaching staff are kept informed of relevant issues relating to the jobs market, higher education and student guidance.
11. Leading or assisting with (including attending) careers days, advice evening, open days and other School/Academy events suitable for promoting careers and supporting students at suitable Trust locations.
12. Contributing to the School's/Academy's quality improvement processes and overall standards including the matrix Standards.
13. Assisting the Student Support team to provide help, advice and support to students during events, activities and with counselling and pastoral care as appropriate.
14. Any other duties of a comparable nature as required.

Special Factors

1. The post holder must, at all times, carry out their responsibilities in accordance with Trust policies, actively supporting the mission of Lionheart Educational Trust.
2. The post holder will be responsible for leading on the Trust's ambitions for student destinations and career aspirations and supporting enrichment programmes, retention and achievement through the delivery of a broad-based careers and employability support and advisory service.
3. The post holder will need to provide a service that is available to students which may require work over lunchtimes and on occasions there may be a need to work outside the normal working hours during evening and weekend events within the weekly pattern of hours.
4. Whilst much of the work will be based at The Castle Rock and The Newbridge Schools, there may be a requirement to provide a service at other schools in the Trust and this will require liaison with centre-based staff and visiting schools.
5. Whilst the job description is for the job as presently advertised, it should be noted that duties may change in response to the needs of the service. It is the practice of the Trust to periodically review job descriptions and update them to ensure they relate to the job as being performed.
6. The Trust will undertake to discuss any proposed changes and will seek to reach agreement with you prior to amendment. However, in the event that agreement is not possible, the Trust reserves the right to insist on changes after consultation with you.

**PERSON SPECIFICATION:
CAREERS ADVISOR**

The post holder should be able to demonstrate the following competences to a high level and use them to the full in their work. We will be looking for evidence of all the following key competences during the selection process.

<ul style="list-style-type: none"> ▪ Personal effectiveness, organisation and delivery of results ▪ Proactivity, Initiative and Problem Solving ▪ Self-development and Expertise ▪ Managing self and relationships with others (including team working and co-operation) ▪ Communication 	<ul style="list-style-type: none"> ▪ Student/Customer focus & managing diversity ▪ Maintaining and using systems and processes (including IT) ▪ Analysing and interpreting written and numerical information
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Previous Experience

1.1	Possesses a recognised qualification (e.g. Qualification in Career Guidance (QCG)), skills or experience in careers education, information advice and guidance	E
1.2	Educated to HND level or equivalent	E
1.3	Willing to work towards suitable professional qualifications	E

Special Knowledge and Job Requirements

2.1	An interest in and understanding of the developmental needs of students	E
2.2	Skills and abilities to work with relevant internal and external services and agencies including customer service and communications	E
2.3	Knowledge and appreciation of student financial, social and welfare issues	E
2.4	Sound IT skills (and willingness to undertake development)	D
2.5	Experience of delivering careers education and advice	E
2.6	Experience of working with a variety of age groups	E
2.7	Experience of working in a similar role in post-16, further or higher education	D
2.8	Good organisational skills and ability to meet deadlines	E
2.9	Excellent administrative skills	E
2.10	Demonstrable non-judgmental and non-directive approach towards working with students	E
2.11	Personal communication skills of a high order	E
2.12	Ability to be flexible and responsive	E
2.13	Demonstrable commitment to inclusive and diverse post-16 educational provision	E
2.14	Ability to take own initiatives and advice on future approach/systems	E
2.15	An understanding of and commitment to Diversity & Equality as it applies to a supportive service and in the workplace	E
2.16	An understanding of safeguarding and a commitment to creating a safe learning environment	E

Key: E – Essential, D – Desirable