

WIGMORE SCHOOL ACADEMY TRUST

Job Description

Careers Professional

Organisation(s): Wigmore Academy Trust

Pay Range: HC7

Contract: Part-time

Responsible to: Associate Headteacher - Careers

Responsible for: n/a

Main Purpose of Job:

To provide support appropriate to the needs of each individual, including careers information, advice, guidance, placing help and motivating them to make informed life choices and to engage in mainstream learning and work opportunities.

Specific responsibilities:

The key tasks of the role are to:

- Assist in running our Careers programme alongside the Associate Headteacher
- Advise and guide pupils on careers paths
- Assist in college applications and work experience placements
- Organise careers events liaising with local businesses and further education institutions
- Develop our careers and work experience programmes alongside Associate Headteacher
- Support alignment with the Gatsby benchmarks, by developing all aspects of careers education
- Support the Careers and Work experience aims of the school.

Young people

- To provide careers information, education, advice and guidance service for students. This will include annual planning, establishing targeted approaches, working across the school age band, one to one and group work, so that every child has benefitted from one to one careers advice by the end of Year 11
- Ensuring that all information advice and guidance is impartial and accessible to all young people and that all opportunities in education, employment (including apprenticeships) and training are promoted.
- Working closely with educational institutions, locality services and other agencies to identify and meet the additional support needs of some young people e.g. the disaffected, those not in learning or work, those at risk of disengaging from learning and those with additional needs.
- Providing relevant information for students with Education, Health and Care plans, contributing to the production of their transition plans and completing legally required elements.
- Working closely with employers, training organisations and other opportunity providers to support young people through all stages and supporting employers to provide jobs with training.
- Organising and managing a Careers Fair so that young people and their families become familiar with opportunities beyond secondary school
- Encouraging the interest and support of parents, carers and families, including attending parents' events (such as Life After GCSE) and other events for parents
- Fostering relationships and maintaining contact with other agencies in the local network, including influencing provision, encouraging the exchange of information and facilitating the access and referral of young people to specialist advice and support services.
- Co-ordinating work experience placements, ensuring that placements are sourced, evaluated, checked for safeguarding concerns, risk assessed and managed
- Contributing to the organisation and delivery of programmes of activities aimed at developing the self-esteem, personal and life skills of young people and supporting individuals through these programmes. This will include trips and visits for young people to experience workplaces first hand as well as higher education institutions
- To review the progress of young people at regular intervals from when they are first identified to when they are settled in a post-16 learning or work opportunity.

- Contributing to consultations with young people about services and how they would like to see them develop.
- Maintaining and updating records, using the appropriate school information system and careers information system to exemplify the offer available.
- Providing statistics relating to work undertaken and pupils' progress and destinations and for quality assurance purposes.
- Contributing to the induction, training and support of other staff involved in work experience, including acting as a mentor, as appropriate.
- Organising and contributing to related training.
- Contributing to the development of relevant materials, such as leaflets and posters, physically and electronically.
- Attending and contributing to working groups, meetings and conferences

Data Quality

- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately, mindful of GDPR restrictions, thus enabling the production of reliable analyses and reports.

General

- Disclosure type: Enhanced.
- The post holder is required to work outside of normal office hours from time to time

General Information:

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of similar level of responsibility.

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The postholder must ensure that the confidentiality of personal data remains secure and the terms of the Data Protection Act and relevant Trust policies are met in respect of information held on the Trust's computerised systems.

The Trust is committed to equality of opportunity. All staff are required to comply with current legislation, Trust policies and good practice guidance.

This job description should be read in conjunction with the Staff Induction Policy and Staff Handbook,

All staff are required to participate in the Trust's appraisal process and undertake any necessary training and development, to keep up to date with the requirements of the job.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

Under the H&SAWA 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the Trust on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare.

All staff are required to undertake child safeguarding training, adhering to policies and established practices. This post is subject to an enhanced disclosure.

Executive Headteacher's Name: Rob Patterson (Executive Headteacher)

Executive Headteacher's Signature:

Date:

Employee Name:

Employee Signature:

Date:

Date Job Description reviewed:

WIGMORE ACADEMY TRUST

Person Specification

Careers Professional		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Level 2 qualifications in English and maths at Grade 4 or better (or equivalent) (AF) Level 6 Career Development Qualification such as a Level 6 Diploma in Careers Guidance and Development .(AF) 	<ul style="list-style-type: none"> Degree or equivalent in a relevant discipline (AF) A Level 7 qualification in careers development (e.g. Masters) (AF) A Level 6 qualification in Careers Leadership (AF)
Experience	<ul style="list-style-type: none"> Working with children or young people in an advisory or support capacity. (AF, I) Liaising with other agencies or organisations (AF, I) 	<ul style="list-style-type: none"> Experience of careers or holistic information, advice & guidance for young people (AF, I)
Knowledge and Understanding	<ul style="list-style-type: none"> An ability to communicate with adults and young people, both verbally and in writing. (AF, I) An ability to organise and plan effectively. IT literate. (AF, I) Build, maintain and facilitate effective working relationships with a wide range of people. (AF, I) Plan, manage and monitor own tasks and time. (AF, I) 	<ul style="list-style-type: none"> Experience of running Careers programmes. (AF, I) Experience of working with young people. (AF, I)
Abilities and Skills	<ul style="list-style-type: none"> Able to establish rapport and appropriate working relationships with young people to raise aspirations and motivate them (AF,I) Able and willing to advocate on behalf of young people (AF,I) Able to form good relationships with other agencies and professionals supporting young people (AF,I) Emotional resilience in working with challenging behaviours. (AF,I) Able to communicate clearly verbally, and in writing. (AF,I) Able to analyse and interpret information from a range of sources. (AF,I) Able and willing to plan, prioritise and work to deadlines and targets. (AF,I) Able to work as part of a team and independently (AF,I) 	<ul style="list-style-type: none"> Ability to reflect on and develop own professional practice and learning. (AF,I) Ability to use IT packages e.g. Word, Database, email. (AF,I)
Personal Attributes	<ul style="list-style-type: none"> Integrity (I, R) Respected decision maker. (I, R) Committed to ensuring high standards. (I, R) Commitment to DofE's guiding principles. (I, R) Flexible approach. (I, R) Self-motivated. (I, R) Resilient (I, R) Reliable (I, R) 	

	<ul style="list-style-type: none"> • Committed (I, R) • Honest (I, R) • Trustworthy (I, R) • Dedicated (I, R) • Patient (I, R) • Loyal (I, R) • Good sense of humour (I, R) • High expectations of self and others (I, R) 	
Other Factors	<ul style="list-style-type: none"> • Excellent attendance record (R) • Outstanding references (R) • A commitment to high educational standards, which maximise the achievements of all pupils (I, R) • A commitment to equality of opportunity for all pupils (I, R) • A belief in working in partnership and as part of an established team (I, R) • A commitment to continuous professional development (I, R) • Enhanced DBS clearance (I) 	

Evidence Key:

(AF) – Application Form

(I) – Interview

(R) - References