



Star

STAR ACADEMIES

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

CAREERS AND PROGRESS ADVISOR

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

You will work under the management of the 'Deputy Director of Learning for Futures'.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Careers' Education, Information, Advice and Guidance

- 1.1 Support efforts to recruit new students to the 6th Form – including events, visits to schools and participating in marketing activities.
- 1.2 Deliver weekly tutorial sessions for all Sixth Form students.
- 1.3 Organise a programme of university visits for 6th Form students.
- 1.4 Support students to complete successful UCAS applications – including excellent personal statements.
- 1.5 Deliver events and activities to support students applying for competitive admissions courses.
- 1.6 Collate information on the progression of Year 13 students to a range of destinations.
- 1.7 Organise impartial careers guidance for students at KS4 and KS5.
- 1.8 Support the planning and delivery of an annual careers' fair at the school.
- 1.9 Organise the participation of main school students in the annual Local Authority careers' fair.
- 1.10 Sustain an overview of the school's careers' provision at KS3, KS4 and KS5.
- 1.11 Deliver IAG mtgs to all Y10s, Y11s and Y12s.
- 1.12 Complete Performance Review Meetings with parents for students who require additional support.
- 1.13 Support with Academic Support Tutorials and maintain accurate records of registers.
- 1.14 Monitor weekly tuition plan for targeted students.
- 1.15 Monitor fortnightly assessments and identify trends, patterns, and barriers that hinder student progress.
- 1.16 Implement strategies to support students' academic progression and attainment.
- 1.17 Support the delivery of a 'Finishing School' for 6th Form students.
- 1.18 Support the planning and delivery of an annual programme of Public Careers' Lectures.
- 1.19 Support opportunities to market, celebration and receive recognition for the school's careers provision.
- 1.20 Support the planning, organisation and delivery of Enterprise Days and Y10 Industry Learning Week.
- 1.21 Support the planning, organisation and delivery of the annual Results' Day.

2. Enrichment & Enhancement

- 2.1 Support the delivery of outdoor trips and enrichment activities for students in the Sixth Form.
- 2.2 Support the delivery of the Extended Project Qualification.
- 2.3 Support the delivery of the mini MBA qualification, in partnership with local employers.
- 2.4 Support the delivery of Sixth Form Clubs and Societies.
- 2.5 Support the planning, marketing and organisation of enhancement courses for students in Year 12.
- 2.6 Support the planning, organisation and delivery of the leavers' programme – including assembly, event and trip.

3. Relationships with Others

- 3.1 Participate in the Performance Management Cycle and training events.
- 3.2 Maintain good working relationships with colleagues, students, parents/carers, governors, the community and Local Authority and ensure all communication is consistent with the school's ethos.

4. Accountability

- 4.1 Make best use of all resources to support the learning, achievement and progress of students.
- 4.2 Carry out any such duties as may be reasonably required by the Principal and/or the Senior Leadership Team.

5. Other Responsibilities

- 5.1 Promote the trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.'
- 5.2 Champion the trust's values of 'Service,' 'Teamwork,' 'Ambition' and 'Respect.'
- 5.3 Contribute to the wider life of the trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the trust.

6. Records Management

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract.'



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PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	A degree qualification or relevant qualification.	E	✓	
2.	GCSE in English Language or Literature at Grade 'A' or higher.	E	✓	
3.	A Level in English at Grade 'B' or above.	D	✓	
EXPERIENCE				
4.	Partnership and team working.	E	✓	✓
5.	Working with children and young people.	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
6.	Awareness of process for UCAS applications.	E	✓	✓
7.	Awareness of progression routes beyond school and FE.	E	✓	✓
8.	Proficiency in organising workshops, events and seminars related to career development.	E	✓	✓
9.	Ability to map personal development career progression for students.	E	✓	✓
10.	Understanding of educational pathways, including university admission processes, vocational training, and apprenticeship schemes.	E	✓	✓
11.	Ability to complete Performance Review Meetings with parents for students who require additional academic support.	E	✓	✓
12.	A knowledge of safeguarding procedures and priorities.	E	✓	✓
13.	Ability to communicate effectively, articulately and sensitively with a range of groups and individuals.	E	✓	✓
14.	Ability to work effectively with a range of stakeholders across schools and within the Star Central Team.	E	✓	✓
15.	Ability to follow up on Academic Support Tutorials and maintain accurate records of registers.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
16.	Ability to monitor weekly tuition plan for targeted students.	E	✓	✓
17.	Ability to monitor fortnightly assessments and identify trends, patterns, and barriers that hinder student progress.	E	✓	✓
18.	Ability to organise enrichment activities and outdoor trips.	E	✓	✓
19.	Ability to coach and motivate professionals, individually and within groups, to achieve individual and collective targets.	E	✓	✓
20.	Ability to organise work placements and careers events for students in KS3, KS4 and KS5.	E	✓	✓
21.	Ability to liaise with a range of colleagues, and external stakeholders, to deliver quality enrichment activities.	E	✓	✓
22.	Ability to review and improve personal statements written by students.	E	✓	✓
23.	Ability to use a range of ICT software.	E	✓	✓
PERSONAL QUALITIES				
24.	Commitment to delivering after-school and pre-exam sessions as required as well as enrichment opportunities for learners.	E	✓	✓
25.	Highly organised, diligent, literate and articulate.	E	✓	✓
26.	A passionate belief in the trust's and school's mission statement.	E	✓	✓
27.	A strong belief in the value of education in developing citizens.	E	✓	✓
28.	Highest levels of professional and personal integrity.	E	✓	✓
29.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
30.	Personal resilience, persistence and perseverance.	E	✓	✓
31.	Commitment to the pursuit of continuous professional development by oneself and others.	E	✓	✓
32.	A passionate belief in the trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders.'	E	✓	✓
33.	A strong commitment to the trust's value of 'Service.'	E	✓	✓
34.	A strong commitment to the trust's value of 'Teamwork.'	E	✓	✓
35.	A strong commitment to the trust's value of 'Ambition.'	E	✓	✓
36.	A strong commitment to the trust's value of 'Respect.'	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
37.	Commitment to support the trust's agenda for safeguarding and equality and diversity.	E	✓	✓
38.	Sympathetic to and supportive of the mixed multi-academy trust model and ethos of the establishment.	E	✓	✓