**Job PROFILE**

Careers and Guidance Advisor

## Main Purpose:

The post-holder will work across two of our academies, Aston Academy and Swinton Academy, to further develop and maintain a cohesive, efficient and effective strategy to provide a careers and guidance advisory service to our students. The role will include providing impartial careers information, advice, guidance and support to students, particularly within years 9 – 13, to assist them in exploring career ideas, reviewing options, establishing realistic career action plans, and helping them to develop their employability skills and progression routes.

# Main Duties and Responsibilities:

To take a full and active role in the academy and carry out the following duties:

* To provide the service outlined above in a variety of ways, to include: drop-in sessions, year group presentations, small group workshops, intensive individual guidance and support, and the use of web-based technologies.
* To develop and deliver an in-house programme of presentations and workshops which raise students’ awareness of the range of career opportunities available to them post 16 and post 18.
* To work with the post 16 team, local colleges, apprenticeship providers and external agencies to organise and implement a programme of events and work based learning opportunities which support the career development, successful progression and employability skills of students within years 9 – 13.
* To work with the RE/PSHCE/Careers faculty in the development of effective curriculum careers and employability skills education.
* To develop and deliver tailored IAG programmes for students considering specific vocational pathways, in liaison with the leader of Post 16 vocational learning and the leader of STEM opportunities.
* To lead and manage the UCAS Progress application process, to include: delivery of training for the RE/PSCHE/Careers faculties, tracking of student applications and one to one advice, guidance and support for students where required, to ensure that all Y11 students secure an meaningful and appropriate September guarantee.
* To provide advice, guidance and support for student applying to join Year 12, in order to ensure the most appropriate combination of course choices, to match ability, strengths and post 18 aspirations.
* To identify early those at risk of becoming NEET, in order to provide one to one support, in liaison with parents, the Year 11 team and relevant external agencies, in order to ensure that all students progress to meaningful and appropriate education, employment or training.
* Working with the post 16 team, to develop an effective programme of information advice and guidance for post 16 students, relating to post 18 HE and apprenticeship pathways.
* To design and develop relevant learning materials for staff and students, taking account of new development and good practice.
* To maintain an excellent understanding of changes in local, regional and national career opportunities.

**General Duties and Responsibilities**

* To appropriately maintain the confidentiality of the working environment
* Promote the aims of the academy
* Support and maintain a positive working environment between colleagues across the academy
* To undertake training as required
* To be familiar and comply with all relevant Health and Safety, Management of Risk, Operational, Personal, Data Protection and Financial Regulations policies and procedures
* To ensure duties and responsibilities are carried out in a safe manner and safe working practices are adopted, in accordance with the Health and Safety at Work Act, 1974
* To understand and comply with procedures for the emergency evacuation of the academy
* The post holder will be expected to work in a flexible manner undertaking any reasonable duties commensurate within the range and grade of the post, or indeed lesser duties as directed and whether detailed within this profile or not.

The post-holder will work in Aston and Swinton (likely 3 days Aston, 2 days Swinton initially, variable based on need). There may be the requirement to support in other academies within the Trust on occasion.

*The purpose of this job profile is provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.*

ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.