

Job Description

Title of post	<i>Independent Careers Adviser</i>
Salary	<i>£200 - £230 per day based on experience and qualifications</i>
Hours of work	<i>08:30 – 3:30pm (up to 41 days in an academic year including results day in august and Y10 and Y11 parents evenings)</i>
Line manager and responsible for reviews	<i>Deputy Headteacher</i>

Purpose of the Post

The Careers Adviser will provide professional career guidance services, including personal guidance interviews, in order to improve pupils' skills, knowledge and understanding for progression, to higher education, apprenticeships and employment.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Harrogate High School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Harrogate High School is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Main Duties/Responsibilities

- Provide independent careers advice and guidance to Harrogate High School.
- To conduct client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
- All learners have a planned programme of activities to help them choose 14-19 pathways that are right for them and to be able to assist them in planning their careers, consider employment opportunities and support them in achieving personal and economic wellbeing throughout their lives.
- Students will understand the knowledge, skills and attributes required for employability and have high career aspirations that have been delivered through a personal and warm approach.
- Our students will leave school well equipped with the 'life skills' that they will need to be successful in whatever pathway they choose. We have developed a programme, which all pupils will participate in, to raise aspirations.

Responsibilities of the Careers Adviser

Personal Career Guidance

1. To conduct client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic, and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence, and approach to learning and which, if necessary, broaden their horizons.
2. To generate and maintain client action plans electronically in support of personal guidance interviews, including a summary of agreed actions/action plan, which are passed onto students and parents via UniFrog.

3. To support with the collection of data for both Harrogate High School (post-16) destinations/aspirations spreadsheet.

Careers Information

1. Use expert knowledge of careers information and labour market information and Intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g., social media and web-based information sources.
2. To support the school careers fairs and other relevant activities such as Open Days and each schools annual programme of events in conjunction with the Careers team (SLT at HHS)
3. To accommodate parents occasionally attending meetings with their child(ren), particularly with regard to young people with special educational needs or other vulnerabilities.

Career Guidance Programmes

1. To provide advice to the SLT and Careers Lead on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g., Enterprise Co-ordinator/Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
2. To facilitate career-related learning activities in groups with pupils.

Networking, Consultancy and Advocacy

1. To work with the SENDCO and Pupil Premium Lead, if required, to support specific needs of pupils e.g., young people with SENDs and PP students.
2. To communicate with relevant external agencies (colleges / universities) and networks for the benefit of pupils and the enhancement of the career guidance programme.
3. To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.

Professionalism

1. To abide by the relevant legislation, codes of professional practice, e.g., the CDI Code of Ethics and school policies.
2. To abide by all measures to safeguard young people.
3. To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector

Responsibilities of the Schools

Personal Career Guidance

1. To ensure that the schedule for impartial, personal career guidance interviews is prepared and planned ready for the careers adviser to look through prior to the school start in September.
2. To share client action plans electronically in support of personal guidance interviews, including the summary of agreed actions/action plan.
3. To maintain and share a spreadsheet of Harrogate High (post-16) career aspirations, following the interview, with the relevant staff to support careers information and guidance across both schools.
4. To support the Careers Adviser with admin. requirements related to the careers interviews.

Careers Information

1. To plan relevant careers activities within the careers curriculum to further enhance the careers interviews.
2. To share the careers agenda and improvement plan with the careers adviser each term so that events can be supported, where possible.
3. To evaluate careers activities yearly taking into consideration the thoughts and expertise of the careers adviser.

Career Guidance Programmes

1. To share advice on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g., Enterprise Co-ordinator/Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
2. To liaise with the careers adviser when evaluating careers.

Networking, Consultancy and Advocacy

1. To introduce the careers adviser to key staff within the school to ensure that support is offered to those students with specific needs/disadvantage e.g., young people with SEND and/or EHCPs, Pupil Premium students.
2. To communicate with relevant external agencies and networks for the benefit of pupils and the enhancement of the career programme.

Personal Qualities

- To have a good command of written and spoken English.
- To be confident and able to communicate with staff and pupils.
- To be a good team member and have the ability to work on own initiative.
- To lead a small team, meeting weekly with colleagues and ensuring the strategy around the management of attendance is effectively implemented.
- To be flexible.
- Hold positive values and attitudes and adopt high standards of professional conduct.
- Carry out the duties and responsibilities of the post, in accordance with the school Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout Harrogate High School
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.