

Job Title: Trust Careers Advisor	Pay Scale: PPS20
Normal Place of Work: The Priory Federation of Academies	Line Manager: Strategic Careers Lead
Role Summary: The Priory Federation of Academies Trust seeks to recruit to roles with responsibility for the provision of careers guidance. A team of Careers Advisors will be responsible for delivering 1-1 careers appointments to students across the Trust, monitoring student outcomes and destinations, and ensuring an independent, impartial and student-centred approach is taken to careers guidance. You will be working across academies in the Trust to conduct pupil-focused, impartial, 1-1 career appointments with pupils, which challenge and support learners to make informed, inspired and adaptable career decisions. You will also support wider career-related learning across the Trust's academies. You will be accountable to the Head Teacher as appropriate in each Academy as well as to the Strategic Careers Lead.	

DUTIES AND RESPONSIBILITIES

- To deliver impartial careers guidance interviews to students across a caseload of schools.
- To work with academies and the Strategic Careers Lead to prioritise the delivery of personal guidance interviews based on need, such as those at risk of NEET, and to meet with learners as many times as required to ensure they receive bespoke and effective, careers advice.
- To ensure every student receives at least one personal guidance interview before the end of Year 11 and again before the end of Year 13, supporting students at key transition points and ensuring students are prepared to make positive transitions, including by assisting with UCAS.
- To generate and maintain records electronically in support of personal guidance interviews, including a summary of agreed actions/action plans, and intended destinations.
- To develop and deliver presentations and resources to students, and parents and carers.
- To develop resources and learning materials and deliver appropriate CPD for staff.
- To develop and maintain links with local, regional and national employers and organisations, to secure suitable opportunities for students.
- To network and liaise with employers and businesses to develop meaningful relationships and establish partnerships to enrich the Trust's careers curriculum and our apprenticeship provision.
- To support academies with the delivery of the Trust Workplace Encounters strategy.

This list is not exhaustive, and you may be required to undertake any additional duties with the general scope of this role as determined by your Line Manager.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Headteachers, SLT, Academy Careers Teams, and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Strategic Careers Lead, Professional Development Team	
• Students	
• Parents/Carers	
• Employers/Businesses	
• Outside agencies e.g. Local Authorities, Universities	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for pupils, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for pupils.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 6-month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy Day is between 8:00 am and 18:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level, and we encourage applications from all under-represented groups.

Person Specification – Trust Careers Advisor

		Essential	Desirable	How assessed*
	QUALIFICATIONS			
1.	QCF level 6 Qualification in Careers Guidance and/or Diploma in Careers Guidance	X		AF / Cert
2.	GCSE English and Maths Grade C or equivalent	X		AF / Cert
3.	To be educated to degree level		X	AF / Cert
	KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
4.	Demonstrable extensive experience in careers education and guidance.	X		AF
5.	Understanding of the Secondary and Post-16 educational landscape, especially technical and vocational pathways.	X		AF / IV
6.	Understanding of post-16 and post-18 application processes.	X		AF / IV
7.	Experience of supporting groups of students as well as students on a one-to-one basis.	X		AF
8.	Experience working with students with SEMH and/or SEND.		X	AF / IV
9.	Understanding of the CDI Framework, and the CDI Code of Ethics for Career Guidance Practitioners.		X	AF / IV
10.	Experience working with and using Compass +.		X	AF / IV
	SKILLS AND ABILITIES			
11.	A passion for careers education and making differences to life chances of young people.	X		AF / IV
12.	Excellent communication, presentation and organisational skills.	X		AF / IV
13.	To work flexibly and to have drive and determination to meet and exceed targets.	X		AF / IV
14.	Ability to motivate students, with commitment to equality of opportunity, the safeguarding and welfare of learners.	X		AF / IV
15.	Must accept and actively support the Federation's agreed values.	X		AF / IV
	WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			AF / IV
16.	Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	X		AF / IV
17.	Evidence of commitment to continuous professional development and a willingness to update and adapt skills as required.	X		AF / IV
18.	Full driving licence	X		

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

I have read and accept the content of the job description.

Signed Line Manager :

Dated:

Signed Employee.....

Dated.....

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