

**St Mary’s Catholic High School**

**Job Description**

**Post:** Careers Adviser

**Grade:** St Mary’s Catholic High School Pay Scale Point 20-23

£19,430 to £21,268 FTE (£10,342 - £11,320- pro rata)

**Working hours:** 3 days / 22.5 hours per week for 40 weeks per year

**Responsible to:** Careers Coordinator

***Safeguarding***

St Mary’s Catholic High School is fully committed to safeguarding and promoting the welfare of its students. All members of staff will be vetted according to established procedures. All members of staff will familiarize themselves with the school’s child protection and safeguarding guidance and procedures and act accordingly.

An opportunity has become available for an exciting role as a Careers Advisor at St Mary’s Catholic High School.

The successful candidate will provide an inspiring careers service throughout the school with a strong focus on Years 11, 12 and 13, providing engaging and interactive careers advice, guidance and support. Previous experience of careers guidance is essential.

The ideal candidate will have the drive to ensure students have the very best opportunity in life, whilst providing strong support with a smile and sense of humour every day. You will be a happy and positive role model who provides high expectations to our students.

**Key Duties and Responsibilities**

1. Conducting individual careers interviews with students across the school but with a particular focus on Year 11 and Sixth Form.
2. Providing up-to-date and impartial guidance about all progression pathways available including apprenticeships, college, university and other sixth form institutions.
3. Producing personalised action plans for distribution to students/parents/carers and relevant members of the school community.
4. Developing and maintaining effective partnerships between parents/carers, responding to enquires and providing information about any specific issues.
5. Monitoring, recording and distributing proposed and final leaver destination information to relevant members of the school community.
6. Attending a range of events that take place within school including Parent/Carer Evenings, Open Evenings and multi-agency meetings.
7. Being available on examination results days in order to provide guidance and liaison for students/parents/carers.
8. Providing guidance to students on completing application forms, interview techniques and presentation skills.
9. Producing and maintaining careers information through literature, e-communications and displays.
10. Developing CEIAG through a network of specialist partners to provide guidance on specific careers.
11. Co-ordinating the organisation of trips, the forwarding of monies and liaising with staff and parent/carers.
12. Working closely with the Careers Coordinator in the organization and execution of the whole school Careers Fair.
13. Engaging with appropriate training opportunities to promote professional effectiveness in this role.
14. Taking on any additional responsibilities which might, from time to time, be determined by the Headteacher.
15. Complying with policies and procedures relating to child protection, health and safety and security,

confidentiality and data protection, reporting all concerns to an appropriate person.

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*

**PERSON SPECIFICATION**

Applicants should describe in their application how they meet these criteria.

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|  | **Criteria** | **\*E/D** |
| **Qualifications** | * Minimum 5 A\*-C GCSEs including Maths and English * Careers qualification | E  E |
| **Experience** | * Experience of careers education and guidance in an education setting * Experience of working with young people | D  D |
| **Skills and Abilities** | * Ability to engage and relate to students, parents and carers * Excellent oral and written communication skills * Proficient in the use of Microsoft Office * Organised, efficient and able to respond to changing priorities * Ability to work collaboratively and to develop positive relationships with internal and external stakeholders * Ability to work as part of a team * Self-motivated and demonstrates initiative | E  E  D  E  D  E  D |
| **Knowledge** | * Knowledge of universities, subject choices, gap years and volunteering. * Up to date with methods of communicating effectively via e-comms, ie social networking, blogging. | D  D |

**\*E/D – E (Essential) D (Desirable)**

Evidence will be drawn from some or all of:

* Application form
* Letter in support of application
* Response to questions during interview
* Test or tasks during the interview process
* References