



SOUTHBOROUGH HIGH SCHOOL

Aspiration, Commitment, Excellence

JOB DESCRIPTION

Job Title: Careers Advisor

Hours: 2 day per week - 14.4 hours per week

Contract: Permanent, Term Time + 1 week

Scale: Grade F or G

Salary: Grade F or G FTE - £32,628 - £40,451 (Actual - £11,595.49 to £14,375.66)

Responsible to: Assistant Headteacher

Important Functional Internal Relationships:

Headteacher, SLT, teaching and support staff, pupils

Important External Relationships:

Local employers, apprenticeships providers, universities, Aimhigher, Parents and Carers

Main Purpose of Job:

To ensure the school is delivering outstanding careers education provision by achieving the Gatsby Benchmarks and the Careers Development Institute (CDI) Framework.

Main Responsibilities / Duties of the Job:

- To take responsibility for ensuring all students at Southborough High School receive Careers Education and Guidance (CEG) pertinent to their requirements and to support them in progressing through their learning into their chosen career.
- Developing and managing a programme at Southborough High School which includes career education, access to careers information and guidance, combined with opportunities to experience the world of work
- Help create and review the school careers education policy and keep staff and parents updated on the policy.
- Complete all relevant careers training – Careers leader training and Careers advisor training (level 6)
- Conduct individual careers information, advice and guidance interviews to Y10, 11, 12 and 13 students
- Create individual aspiration and careers action plans for all interviews (ensuring communication with students and parents directly)

- Track and monitor leavers destination
- Monitor and analyse the schools NEET data
- Track and monitor the 3 year career path of leavers
- Continue the application process for the Outstanding Careers Provider Award
- Help organise the school's annual Aspiration and Careers Week
- Maintain and develop our careers link within the local community and beyond
- Carry out weekly career drop-in sessions in the schools careers corner
- Ensure the school is providing effective careers education provision through the PDT curriculum
- Organise guest speaker visits throughout the year from key professionals (employers, apprenticeships providers, universities)
- Provide information and guidance on opportunities relating to learning and careers
- Liaise with OL coordinators and Aimhigher
- Liaise with HOY for further and higher education trips, liaise with other key stakeholders, SLT and middle leaders.
- Help maintain and update the school's Career page, in addition to ensuring there is available information in the Careers library. Display relevant materials on designated boards and ensure they are kept up to date
- Facilitate the annual review and impact report of the schools careers education provision

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