

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Careers Adviser
<b>Responsible to</b>	Careers Lead
<b>Location</b>	Trinity School, Sevenoaks
<b>Person Specification</b>	<ul style="list-style-type: none"> <li>- Degree level qualification</li> <li>- Post-graduate qualification in Careers Guidance (or working towards it)</li> <li>- Experience of delivering CEIAG in secondary education setting</li> <li>- Good knowledge of safeguarding requirements for working with children</li> </ul>
<b>Job Purpose:</b>	
<p>To support the wider development of students by providing Careers information, advice and guidance to develop their understanding of the world of work and support them to plan their future career pathway.</p>	
<b>Main Purpose</b>	
<p>To deliver impartial careers information, advice and guidance as part of Trinity School's Careers Education Information Advice and Guidance provision.</p> <p>To deliver a Careers, Information, Advice and Guidance Programme supporting students in making decisions about their future careers, including appropriate course choices and pathways to meet their individual needs.</p> <p>To work collaboratively with school staff, external businesses and further education establishments to deliver outstanding careers advice and guidance to students through one-to-one support and group activities..</p> <p>To provide administrative support to this end as required.</p>	
<b>Main Responsibilities</b>	
<b>Specific Duties</b>	
<ul style="list-style-type: none"> <li>• To work with FE establishments, training providers, universities, and other organisations to access up-to-date and relevant information in order to provide impartial information, advice and guidance to students that is appropriate to their needs.</li> <li>• To maintain appropriate records and to provide relevant accurate and up to date information on pupils' careers education.</li> </ul>	
<b>Careers Information, Advice and Guidance:</b>	
<ul style="list-style-type: none"> <li>• To assist in the planning and delivery of the school's career programme which delivers careers education, information and guidance, involving external agencies and/or commercial partners where appropriate.</li> <li>• To provide impartial career coaching and guidance to identified students on a one-to-one basis and/or in groups.</li> <li>• To provide additional support to students identified as at risk of becoming NEET including SEND students</li> <li>• To be responsible for scheduling in individual guidance meetings with students and ensuring that subject teachers, form teachers and pastoral leads are aware of bookings</li> </ul>	

- To be available to offer ongoing advice on careers opportunities to all students through drop-in sessions.
- To arrange opportunities and experiences linked to career pathways.
- To ensure appropriate, up to date resources are available for students appropriate to all key stages for use in form time.
- To research and explore careers, options, and support organisations to meet students' needs.
- To actively promote and engage parents in attending post 16 futures events
- To meet regularly with the careers leader and other staff regarding any issues relating to the delivery of careers education, information, advice and guidance.
- In conjunction with other staff, support the programme to assist students in preparation for the world of work through activities such as work experience, workplace visits, interview techniques and class-based sessions.
- To keep up to date knowledge of apprenticeship offers and support and guide students through the research and application process
- To deliver apprenticeship workshops to show students how to search and apply for vacancies
- To assist with the organisation and monitoring of the work experience programmes for year 10 & 12 students including pre-placement preparation and post-placement debrief sessions
- To develop and maintain links with business and community partners.
- To support Work Related Learning activities for students.
- To maintain a network of useful business and community contacts.
- To develop relationships with other careers advisers to collaborate, understand and gain best practice, share new ideas and provide network opportunities.
- To undertake available training opportunities, appropriate to the role.
- To support the Careers Assistant in producing the school's careers newsletter on a regular basis
- To assist at school events, exam results days, career related functions and with extra-curricular activities.
- To attend staff INSET sessions and key staff meetings
- To undertake available training opportunities, appropriate to the role.
- To undertake any other tasks commensurate with the grading of the post as required by the Headteacher.