



## JOB DESCRIPTION

<b>Job title</b>	Vocational/Careers Advice Officer
<b>Grade</b>	6
<b>Working hours per week</b>	Up to 30 hours per week
<b>Working weeks per year</b>	39 weeks (term time only plus INSET days)
<b>Permanent/temporary</b>	Permanent
<b>Principal place(s) of work</b>	The Cooper School
<b>Immediate line manager</b>	Assistant Headteacher
<b>Staff managed</b>	None
<b>Job purpose</b>	<ul style="list-style-type: none"><li>• To assist with the school vocational programme for disaffected learners.</li><li>• To coordinate and deliver impartial Information Advice and Guidance (IAG) to students at The Cooper School.</li><li>• To organise and assist with careers related events for students.</li><li>• To assist with the collation of destination data.</li></ul>

### Main Duties/Responsibilities:

#### 1. Supporting students and the School

- The organisation of key staff involved in the Vocational Programme, for example Teaching Assistants supporting students on vocational courses, teaching staff supporting students 'off site', mini-bus drivers, and external tutors involved in bespoke packages for vulnerable students.
- To assist the Assistant Headteacher with the development of the careers programme for The Cooper School in line with statutory guidance.
- To ensure that all students have access to impartial careers advice and guidance through one to one meetings, online information, notice boards and displays.
- To be the main point of contact for parents as appropriate, and to maintain appropriate records of meetings with students.
- To liaise with further education establishments, training providers and other organisations to access up to date and relevant information in order to provide Information, Advice and Guidance (IAG) to students.
- To assist the Assistant Headteacher with developing and maintaining links with businesses and community partners.
- To assist with the production and maintenance of The Cooper School Careers website to ensure it is accessible, relevant and up to date alongside the Careers library.

- To assist the Assistant Headteacher with the tracking of students' progress and to use this information to ascertain student destinations and report this to the local authority and the Senior Leadership Team as required.
- To assist the Assistant Headteacher with supporting students who are potential NEETs to find and advise on appropriate placements and opportunities.
- To assist the Assistant Headteacher with communication with staff and outside agencies who provide alternative learning opportunities for vulnerable students whilst on the school role, for example liaising with school staff to provide appropriate work, consulting with the Exams team to ensure students are entered for exams and any special considerations are adhered to.
- To ensure all Year 11 students have a suitable plan to meet the RPA (Raising Participation Age) requirements – linked to impartial careers advice and guidance.
- To assist the Assistant Headteacher with the coordination of careers advice using external providers such as CV workshop days, the Armed Forces, career workshops and apprenticeship assemblies.
- To attend meetings with other IAG Coordinators to share good practice and develop provision for the students.
- To evaluate the IAG programme and provide regular feedback to the relevant Assistant Headteacher.
- To liaise with senior staff regarding the curriculum offer at both Key Stages 3 and 4 in terms of vocational qualification that are appropriate and meaningful.
- To work with the Senior Leadership Team link and Heads of Year to identify students for the vocational programme.
- To liaise with Heads of Year and support managers to ensure they have an 'overview' of student progress.
- To meet with parents to discuss courses and the impact on 'in school' provision.
- To meet with providers to discuss their vocational offers with regard to content and timing, and to maintain close links for students between school and college
- To support students to ensure college placements are suitable and visit colleges as required.
- To meet with students to discuss any issues related to course either academic or pastoral.
- To assist the Senior Leadership Team with the preparation of data for both vocational students and any others when required.
- To attend termly meetings to monitor and evaluate students' progress
- To work with the Inclusion department to support students and attend reviews if required.
- To attend meetings with social services and outside agencies in the absence of the Senior Leadership Team link.

### **Additional duties**

- To be aware of their responsibilities for health and safety for themselves and others
- A commitment to safeguarding the welfare of children

The post-holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bernwode Schools Trust is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.

## PERSON SPECIFICATION

	Essential criteria	Desirable criteria
<b>Education/ qualifications</b>	<p>A good standard of education to include GCSE English and Maths at Grade C/4 or above, or an equivalent qualification.</p> <p>Level 4 Diploma in Career Information and Advice</p> <p>Level 6 Diploma in Career Guidance and Advice or other relevant degree qualification.</p>	
<b>Relevant experience</b>	Previous experience of working with young people and an awareness of different learning needs and aspirations.	Experience of working in a Careers Advisor role within a school or FE College
<b>Relevant knowledge</b>	<p>An awareness of local educational and training providers.</p> <p>Knowledge of the labour market</p>	
<b>Relevant skills/Aptitudes</b>	<p>Effective oral and written communication skills.</p> <p>Excellent interpersonal skills in relation to both students and adults. (including outside agencies)</p> <p>An understanding of confidentiality.</p> <p>Good organisational and time management skills.</p> <p>Sound ICT skills.</p> <p>A flexible approach to work.</p>	
<b>Other</b>	<p>An awareness of responsibilities for health and safety of themselves and others</p> <p>Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.</p> <p>A commitment to safeguarding children</p>	