**JOB DESCRIPTION**

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| Post Title: | Careers Advisor |
| Accountable To: | Assistant Principal for Student Experience  |
| Location: | Boston Spa Academy  |
| Scale | SO1 (SCP 23-25) |

**Purpose of the role:**

To provide information, advice and guidance to students in Key Stage 3 and 4 in order to help them make realistic choices about future education, training and work.

**Responsibilities:**

* Interviewing students in Key stages 3, 4 and 5 on a one-to-one and / or in small groups.
* Providing additional support to young people identified as at risk of becoming NEET, with application and interview support.
* Providing information, advice and guidance about a range of issues, such as careers, education, employment, training and student finance either directly or in partnership with specialist agencies.
* Assisting students in gaining the skills required to increase their chances of successful transition from secondary education to higher education, training and employment, for example interview and application skills.
* Prepare students for the UCAS application process & the Year 8 Options process.
* To support students with making applications to higher education and training providers.
* Provide advice and guidance on appropriate programmes of study to support a student’s career choices.
* Assisting students in drawing up action plans for education and training and supporting them to achieve these goals.
* Encouraging and implementing whole-school use of online resources, within discreet careers lessons and within the wider academy curriculum.
* Presenting information at open evenings, parent’s evenings and other events.
* Liaising with academy Special Educational Needs Coordinator (SENCO) in supporting the transition of vulnerable students and those with learning difficulties.
* Researching careers, options and support organisations to meet students’ needs.
* Running small group/drop-in sessions or larger presentations on all aspects of careers work.
* Liaising and negotiating with other organisations on behalf of students.
* Using ICT for administrative tasks, such as recording interactions with and tracking students.
* Using computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories.
* Assisting in planning and organising careers fairs and conventions.
* Keeping up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
* Tracking and monitoring progression from Year 11 into higher education, training and employment.
* Attend GCSE and A-Level results days, parent’s evenings and academy enrichment actives where appropriate.
* Plan a range of external trips and visits to promote aspirational progression destinations to students.
* Provide information to students on the possibility of studying abroad.
* Complete AM, Break, Lunch and PM supervisory duties as required by the Principal.

Boston Spa Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check. We promote diversity and aim to establish a workforce which reflects the population of Leeds.