

Torquay Girls' Grammar School



Name:	-
Job Description:	- Careers Advisor
Salary Range:	- Grade F
Job Purpose:	- To provide professional careers advice to students at Torquay Girls' Grammar School.

OVERALL RESPONSIBILITIES

To provide professional career guidance services, including personal guidance interviews, in order to improve pupils' skills, knowledge and understanding for career planning and management.

SPECIFIC RESPONSIBILITIES

Personal Career Guidance

- To conduct client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
- To generate and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.

Careers Information

- Use expert knowledge of careers information and labour market information and intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology, e.g. social media and web-based information sources.
- To attend Parents Evenings / Options Evenings to allow learners and parents access to relevant, up-to-date Careers Guidance.

Career Guidance Programmes

- To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g. Enterprise Co-ordinator/Advisor in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
- To help guide career-related learning activities in groups with pupils.
- To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.

Networking, Consultancy and Advocacy

- To refer to specialist services if required to support specific needs of pupils e.g. young people with SEND.
- To communicate with relevant external agencies and networks for the benefit of pupils and the enhancement of the career guidance programme.
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- To negotiate Service Level Agreements, where relevant.

Professionalism

- To abide by the relevant legislation, codes of professional practice, e.g. the CDI Code of Ethics and school policies.
- To abide by all measures to safeguard young people.
- To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.

Signed: Date: