



**Mount St Mary's**  
Catholic High School

## JOB VACANCY

### CAREERS ADVISOR

<b>Role Title:</b>	Careers Advisor
<b>Salary</b>	£25,000
<b>Contract Type</b>	Full Time – (37.5 hours) Fixed term until 31 <sup>st</sup> December 2022
<b>Reports to:</b>	Primary: The Leeds United Foundation & Head of Secondary Education Secondary: Mount St Mary's Catholic High School & Careers Lead
<b>Location:</b>	Mount St Mary's High School / Leeds United Foundation
<b>Key Relationships:</b>	Leeds United Foundation, Mount St Mary's, Premier League Charitable Fund (Stakeholders)

#### **Job Purpose:**

A new and exciting partnership between Leeds United Foundation, Mount St Mary's and the Premier League Charitable Fund sees an opportunity to invest in Careers Information Advice and Guidance for Young People for the next two years. The partnership seeks to appoint a Careers Advisor to inspire young people to learn, be active and develop important life skills, knowledge, understanding, confidence, and skills that they need to make informed choices and plans for their future learning and career.

Through a collaborative and coordinated approach, the successful candidate will produce and deliver a Careers, Information, Advice and Guidance Programme that will:

- Build young people's interest in learning and education through creativity and innovation
- Bridge young people's ability to connect with the professional working world
- Provide young people with the knowledge, understanding, confidence and skills that they need to make informed choices and plans for their future learning and career
- Create opportunities for enterprise, employability & personal development
- Support young people to make the right choices and progress into positive pathways.

### **Job Description:**

This Job Description and Person Specification reflect the duties of the post as they exist at this time and may be subject to changed based on the needs of Leeds United Foundation and the Key Stakeholders. The post-holder may be required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

- To interview identified students in Key Stage 3, and 4 on a one-to-one and / or small groups.
- Providing additional support to students identified as at risk of becoming NEET by the School.
- Supporting students in gaining the skills required to increase their chances of a successful transition from secondary education to further education, training providers and employment, e.g.how to write a C.V, how to complete an application form/personal statement and preparing for interviews.
- To deliver apprenticeship workshops with pupils to show them how to search and apply for vacancies on the National Apprenticeship Website.
- Support the schools Careers Lead in organising other careers events including the school careers evening, options & HE days/evenings, employer insight days, HE fairs etc.
- Support the Head of PSHCE regarding the delivery of a planned program of lessons and activities for careers education as appropriate, including developing employability skills.
- Presenting information at open evenings, parent's evenings and other careers related events.
- Support the development of effective and continually improving careers education, careers information and careers guidance for the students at KS3 and KS4.
- Liaising with Special Educational Needs Coordinator (SENCO) in supporting the transition of vulnerable students and those with learning difficulties.
- To liaise and negotiate with external organisations (around employment, Further Education) with and, on behalf of young people.
- 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.
- Using computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories.
- To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking students.

- Ensure the programme meets the requirements of the participants and as set out by the key stakeholders (Leeds United Foundation, Premier League Charitable Fund, Mount St Mary's)
- Attend meetings with the Key Stakeholders to present developments and progress towards Key Performance Indicators.
- Project Monitoring - Complete all Monitoring and Evaluation requirements as set by the Premier League Charitable Fund
- Ensure the programme meets the Minimum Operating Standards as directed by the Key Stakeholders. From time to time and where deemed appropriate, the Key Stakeholders may make changes to the structure of KPIs or minimum operating standards during and after the first year of delivery. Any such changes will be formally communicated in writing by the Key Stakeholders
- Attend meetings, events, and/ or mandatory training (for the duration of the times specified) as required by the Key Stakeholders PLCF and Premier League
- Develop working relationships with employers, colleges, universities and training providers

#### Other Duties

- To be aware of and abide by all the School / Leeds United Foundation policies and procedures, in particular Safeguarding and Equality Diversity & Inclusion
- To assist at school open days/mornings, functions and with extra-curricular activities.
- To attend staff INSET sessions and key staff meetings.
- Required to undertake other duties commensurate with the salary and competence requirements of this post from time to time as required.

**Closing date for Application** 26th February 2021 – 5pm

**Interview will be held** w/c 8<sup>th</sup> March 2021 (TBC) at Mount St Mary's School

**Start Date** Monday 19<sup>th</sup> April 2021

If you are interested and can demonstrate you have the necessary skills and experience outlined above, please send the attached application form along with a letter of introduction to: [nigel.thewlis@leedsunited.com](mailto:nigel.thewlis@leedsunited.com)

*The appointed person will always represent The Leeds United Foundation, in a professional manner regarding to dress, presentation, personal hygiene, attitude, conduct and professionalism.*

#### **Equality & Diversity:**

*As we are a diverse organisation that respects differences in race, ethnicity, religion or belief(s), gender, gender identity or expression, sexual orientation, marital status, disability, age or with regards to pregnancy or maternity, we welcome all applications. We want everyone to feel valued and included in the football community and to achieve their full potential. The Leeds United Foundation is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate*