



Careers Advisor

Grade: JG7

Line Manager: Careers Lead | SLT
Responsible for: No other staff

CONTEXT

It is expected that staff at Clevedon School agree with, abide by and promote the aims and objectives of the School and the Clevedon Learning Trust.

The school's vision statement is: '**Be Kind. Be Brilliant.**'

Staff should interact on a professional level with all stakeholders. Clevedon School is an institution where each member is valued as part of the school, committed to equality of educational opportunity.

A. MAIN AREAS OF DUTY

To support Clevedon School and student community in successfully meeting the Gatsby Benchmarks, with particular focus on:

- i. BM 4: Work in conjunction with curriculum areas and employers to develop links and associations between academic subjects and relevant job sectors and professions.
- ii. BM5: Build on the school's existing network of employers and the Clevedon Aspire Partnership to enhance students' employer engagement opportunities and to continue the success of the school's Career Fair.
- iii. BM 6: Organise effective work experience and work-related learning programmes to motivate pupils and raise achievement.
- iv. BM 8: To provide professional impartial career guidance services, including personal guidance interviews, in order to improve pupils' skills, knowledge and understanding for career planning and management.

B. SPECIFIC DUTIES

- i. To support with the running of small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
- ii. To liaise and negotiate with other organisations, with and, on behalf of young people.
- iii. To work with families and carers to access and facilitate the young person's wider support network.
- iv. To prioritise support and guidance for students and parents at key points in the school year; specifically Year 9 Options Evening, 6th Form Open Evening, Year 10 and 11 subject/Parents Evening, Year 11 GCSE and Year 13 A Level results day and the school's careers fair.
- v. To use IT systems, including Compass + and Careerpilot's Pathway Planner for administrative tasks, such as recording interactions with and tracking students CEIAG experiences, future aspirations and intended destinations.
- vi. To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
- vii. To coordinate and manage the destination tracking of all Year 11 and 13 ensuring that documentation related to the September Guarantee, KS5 destinations and post 18 pathways are coordinated and returned to the LA timely.
- viii. To lead the organisation, coordination and management of all education and career pathway events to include for example, the careers fairs.
- ix. To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
- x. Work with subject leaders and staff to develop careers in the curriculum.
- xi. To arrange support and deliver external visits and events to support the achievement of the Gatsby Benchmarks.
- xii. To organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes as part of the school's Learning Challenge programme.
- xiii. To organise and update school's online careers resource library and appropriate career displays.

- xiv. To support the school's work experience placement programme, and coordinate and manage extended work experience placements.
- xv. To keep 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 and disseminate this information to the Senior Leadership Team.
- xvi. To support and be part of all internal and external inspections as required – OFSTED.
- xvii. To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks. To review and evaluate the quality of provision of careers education and guidance at Clevedon School and provide reports for SLT and Governors.

AND IN ADDITION

Having a willingness to take responsibility for one's own professional development and to engage with further training and opportunities.

To attend and/or chair any other meetings and fulfil other duties as may, from time to time, be reasonably directed by the Headteacher.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. The allocation of particular responsibilities may be amended by agreement from time to time.

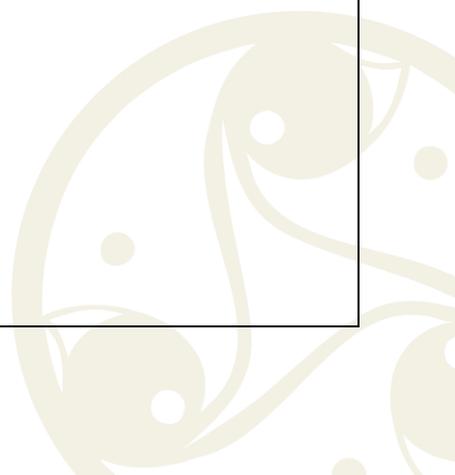
NOTES

The School will endeavour to make any reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

QUALIFICATIONS AND EXPERIENCE

AREA	ESSENTIAL	DESIRABLE
Education	Relevant qualification at Level 6 in Careers Guidance Evidence of recent continuing professional development	Good degree in an appropriate discipline
Experience	An excellent working knowledge and experience of Gatsby Benchmarking Comprehensive, up to date knowledge and understanding of a range of career and learning progression routes, labour market information and sources of further information Ability to work with young people in individual and group settings Knowledge of Health and Safety policy and procedures Confident and competent user of ICT including the ability to analyse data Ability to provide an effective and impartial service underpinned by equal opportunities, a respect for diversity and a commitment to challenge stereotyping and low aspirations Ability to advocate in the best interest of individual young people A track record for achieving positive outcomes for young people	



	<p>Theories of personal academic and vocational choice and development, and of practice of goal orientated guidance</p> <p>At least 2 years of working in a school or college providing careers guidance services to young people</p> <p>Understanding the communities being served including education and learning provision 11 – 18 and beyond</p>	
Other Skills	<p>Ability to work independently and within a team</p> <p>Strong communication skills and with the confidence to address large student and adult audiences</p> <p>Administrative, organisational and time management skills</p> <p>Confidant and capable of working effectively in a busy and demanding environment</p> <p>Ability to work positively with a wide range of stakeholders and external agencies</p> <p>Ability to deal with change</p> <p>Able to demonstrate initiative and self-motivation</p>	<p>Awareness of Safeguarding and Keeping Children Safe in Education.</p>

