



# SILCOATES

## Job Specification

Role:	Careers Advisor
Line Manager:	Bursar
Type:	Part time, term time only (15 hours per week, exact working pattern to be agreed and should be flexible due to the demands of the role, term length is 35 weeks per annum, attendance at additional INSET days is required)

### **Job Description**

You should have the knowledge and skills to prepare young people for further education, training, apprenticeship and recruitment opportunities in the open market. Organising your own workload, you will establish and maintain links with support agencies, work with students face to face and in-group settings. You should have excellent IT skills to deliver a first-class careers service to pupils in Years 7-13.

### **Main Duties**

#### **Careers Information Advice & Guidance**

Providing Information, Advice and Guidance (IAG) for pupils at key points of transition.

Developing and delivering high quality programmes of careers education in order to meet national and regional standards.

Interviewing senior school students in KS4 and 5 one-to-one or in small groups to discuss career or education options.

Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development.

Working with pastoral staff in KS4 and 5 to ensure IAG provided is relevant and helps maximise pupils' potential.

Helping pupils to draw up action plans for employment, education and training and supporting them to achieve these goals.

Supporting sixth form pastoral staff in 16+ progression applications including UCAS applications

Contributing to the Personal Development (PSHE) programme as applicable

Co-ordinating careers related events in schools and organise enterprise / industry days (including careers breakfasts, annual careers week and STEM events for Junior and Senior Schools); careers trips and university visits.

Providing guidance to pupils on completing application forms, interview technique and presentation skills.

Organising, promoting and coordinating a structured programme of careers and gap year events for pupils and parents.

Attending Parents' Evenings and active promotion of careers in school assemblies and at Information Evenings and other events.

Maintaining up to date careers information resources and producing resources as applicable.

Regular contact with apprenticeship providers; keeping up to date with deadlines for apprentice applications and work experience applications; arranging and preparing pupils for interviews; assisting with and arranging any technical test required and sourcing apprenticeships

### **Work Experience**

Organising, promoting and coordinating work experience in liaison with pastoral staff.

Where appropriate, organising, promoting and coordinating work experience / internships within sixth form

Building relationships and liaising with industrial providers in order to secure work placements.

Coordinating a system of support, monitoring and responsiveness for students on work placements.

Quality assuring work placements to ensure that they are appropriate to the learning needs of students.

Developing skills in health and safety checking of work placements

### **Other duties**

Developing a network of specialist partners to provide guidance on specific careers.

Developing positive relationships with Higher Educational institutions and supporting school to raise the aspirations of First-generation students

Monitoring, recording and communicating leaver destination information to relevant members of the school community.

Ensuring that all records and files are maintained.

Keeping up to date with developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions.

Fully participating in ongoing training and development activities and to be responsible for keeping up to date with learning opportunities, curriculum changes, funding and benefit entitlements.

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.

### **Person Specification**

#### **Qualifications & Training**

Educated to degree level or equivalent, or able to demonstrate considerable experience in a similar role

Level 4 in Careers Guidance and Development or similar, ideally Level 6.

#### **Knowledge and experience**

Experience of working with young people

Experience of liaising with, and co-ordinating, a wide range of external parties

Knowledge of universities, qualification routes, subject choices, non-academic career choices, gap years and volunteering

Experience of building and maintaining relationships with a wide variety of stakeholders.

Experience in developing social media communications or newsletter style communications is desirable.

#### **Skills and abilities**

Excellent communication and business networking skills

Evidence of professional development

Confident, hardworking and resourceful

Work with young people with confidence

Have a flexible nature

Ability to prepare and present presentations with confidence to a variety of audiences

Excellent IT and database skills

Able to work under pressure and to tight timescales

Able to work with minimal supervision and manage own workload

Able to work collaboratively with a wide variety of stakeholders

Strong organisational skills

Silcoates School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to

undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.