**Job Description**

**Role:** Careers Advisor

**Grade:** NJC APT&C Grade 7 (Points 19-25)

**Salary:** Actual Salary £8,397 - £9,746 *(£12.8547 – £14.9208 per hour)*

FTE Annual Salary Range £24,799 - £28,785

**Hours:** 14.5 hours/week, term time only plus one week (39 working weeks/year) To be worked over 2 days a week 8:30am to 4:15pm, with a 30 minute unpaid break.

**Paid Weeks:** 45.05 weeks per year, made up of 39 working weeks and 6.05 weeks of pro rata holiday, bank holiday and statutory holiday days entitlement. Salary will be paid over 12 equal monthly payments.

**Start Date:** 6th January 2020

**Responsible to:** Assistant Head Teacher

**Job Purpose:** To provide information, advice and guidance to students in Key Stage 3 and 5 in order to help them make realistic choices about future education, training and work.

**Responsibilities:**

* Interviewing students in Key stages 3 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.
* To support 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 sessions and within the wider academy curriculum.
* Presenting information at open evenings, parent’s evenings and other events.
* Liaising with the 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 and personal inventories.
* Planning and organising careers fairs and conventions.
* To liaise with the Inspira Enterprise Co-ordinator to widen the school careers programme and monitor fulfilment of Gatsby Benchmarks.
* To liaise with Employers to deliver employer contact sessions across the year groups.
* 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 results days, parent’s evenings and academy enrichment activities 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.
* Work with external providers to plan and organise the Year 10 Work Experience programme.

The Bay Learning Trust 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.