

JOB DESCRIPTION

**TITLE: Careers Mentor**

**HOURS: 37 Hours per week, 38 weeks per annum**

**GRADE: Plymouth NJC Grade D, SCP8-14 (£20,493-£23,080)**

**RESPONSIBLE TO: Assistant Headteacher**

**Job Purpose**

To work within the school’s Pastoral system to provide impartial careers education, information, advice and guidance to students, to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways.

Liaising with: Year Team Leaders and Post 16 Team, SENCO and relevant staff with cross-school responsibilities, relevant support staff, external agencies and parents/carers.

**Main Objectives**

Provide ‘good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes’. (Extract from the DoE Statutory Guidance: Impartial Careers Education March 2010.)

1. To interview students on a 1:1 basis or in small groups as appropriate to student’s/school’s needs (including as an intervention) and ensure students have a transition and action plan accordingly.
2. To research careers, options pathways and support organisations to meet young people’s needs and provide/signpost information to support careers lessons and tutor sessions within school.
3. To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
4. To liaise and negotiate with other organisations, with and, on behalf of young people.
5. To prioritise support and guidance for students and parents at key points in the school year; specifically KS4 Options Programme and Evening, Post 16 options evening, Year 9, 10, 11 & KS5 subject/parents evening, results days Year 11 and Post 16 qualifications.
6. To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking clients.
7. To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
8. To liaise with Heads of Year and Post 16 Team to coordinate and manage the destination tracking of all Year 11, 12 and 13.
9. To lead the organisation, coordination and management of all education and career pathway events to include for example, careers fairs.
10. To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
11. To plan and contribute, where necessary and appropriate, to the delivery of careers education activities and staff training.
12. To coordinate and manage work experience placements.
13. 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 Assistant Headteacher.
14. To support and be part of all internal and external inspections as required – OFSTED, QA Reviews etc.
15. Support the Post 16 team in maintaining a purposeful private study and learning environment and provide support to students where barriers to private study are identified.

General role considerations:

1. Handle all confidential correspondence with discretion and a high level of accuracy, in line with the Trust and Schools Data Protection protocols.
2. Use appropriate ICT packages as required.
3. Provide proactive support across the wider administration team
4. Attend occasional out-of-School hours functions as required.
5. Undertake any other duties of a similar level and responsibility as may be required, as directed by the line manager
6. Demonstrating administration processes and systems to less experienced colleagues.
7. Organise meetings and take minutes as required by the SLT Link.
8. Contribute to Trust wide development by sharing best practice and professional feedback.
9. To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
10. To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.*

**PERSON SPECIFICATION**

E = Essential, D = Desirable

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| **Method of Assessment**  The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed. | **Essential or Desirable** |
| Level 3 or equivalent qualification in Business Administration or relevant IAG field, or alternatively relevant experience. | D |
| Good general education with GCSE or equivalent in English and Maths. | E |
| Level 2 Safeguarding, or willingness to work towards. | E |
| Proficient in using the internet, email and data bases including reporting in SIMS. | E |
| Previous experience of working in an administration support role. | D |
| Previous experience of working in information, advice and guidance remit. | D |
| Previous experience working within an educational setting. | D |
| Advanced level of MS office skills including Microsoft Word and Excel. | E |
| Proficient in the use of mail merge, tables, graphics etc. | E |
| Experience of working with databases and reporting tools. | E |
| Ability to exchange complex verbal information clearly and sensitively. | E |
| Ability to work both under instruction and on own initiative. | E |
| A proactive and professional approach. | E |
| Ability to organise and prioritise workload to meet deadlines. | E |
| Able to maintain confidentiality and use discretion at all times. | E |
| Excellent interpersonal and teamwork skills. | E |
| Strong communication skills in written and verbal formats. | E |
| High level of attention to detail when processing vast quantities of information and complex information. | E |
| Ability to maintain data input accuracy through frequent interruptions. | E |
| To maintain patience and remain calm in challenging situations | E |
| Works effectively as part of the School team while also having the ability to work independently. | D |
| Ability to identify and engage in training / CPD opportunities reflect for role requirements. | D |