

Careers Adviser Role

Job Description

At The Garden/Pavilion we interpret and apply the concept of careers in a wide range of contexts to suit the special educational needs of our school population. It does not imply that all pupils will have the goal of paid employment.

The purpose of the Careers Adviser role is to –

Implement and update careers policy as necessary and oversee the careers programme in the Garden/Pavilion school.

This includes ensuring-

A programme of careers education and guidance which is inclusive and personalised to individual learners so that-

- The school meets the eight Gatsby benchmarks for good career guidance as recommended by the Department of Education Careers Strategy 2018.
- The careers programme is embedded in the curriculum and focuses on developing pupils' independence, communication and transferable life and social skills that support careers, employability and enterprise.
- All pupils have a meaningful Preparing for Adulthood Plan which forms part of the EHCP process from year 9 which builds on their strengths and interests.
- There is recognition and promotion of learner voice and support for learners to be involved in decisions that affect their future, especially in relation to the Preparation for Adulthood plan. This includes liaison with parent, carers, therapists and other relevant professionals.
- Pupils are supported to know their individual strengths and interests and opportunities are created for them to explore these in work related learning contexts.
- All pupils from Year 7 are provided with regular enterprise education sessions in which they learn skills that can be utilised in a range of job roles.
- Pupils have first-hand experience of the workplace through work related learning activities onsite and where appropriate, in workplace settings in the community.
- All pupils get an excellent programme of advice and guidance that is delivered by individuals with the right skills and experience.
- Pupils are proactively supported to reach a positive destination in learning or training after Year 11 and to contribute their views and wishes on decisions about options available through means appropriate to their needs.

Students have opportunities to learn from employers about work, employment and the skills that are valued in the workplace.

- Awareness is developed amongst targeted employers who could work with the school to provide suitable work-related learning and other employment opportunities in

a supportive and enabling environment based on the range of need, skills and interests of our pupils including group-based work settings (co-production).

- Opportunities are created for pupils to meet with a range of different employers and participate in activities and events that broaden their knowledge of diverse types of employment pathways.
- Pupils develop confidence and adaptability to enable them to utilise opportunities available so that they can learn from employers about work and the skills that are valued in the workplace.
- All pupils participate in further education and appropriate employment ensuring everyone receives support tailored to their circumstances.
- Relevant information is shared with parents, carers and other professionals who support pupils.

Careers events and transitions are well planned and result in successful destinations for all students on leaving school.

- Completion of the Compass tool at the beginning and end of the school year, which will be shared with Prospects adviser, School Improvement Partner, and the school's senior leadership team.
- The Compass Tracker tool will be used to plan specific school events linked to the careers programme, such as visits to local employers and post 16 providers.
- The publication of the school's career plan on the school website.
- Oversee a calendar of events integrated into the school careers programme which offer providers the opportunity to come into school to meet and engage with pupils and be the main point of contact for the provider.
- Capture evidence to show extent and range of careers-type activities taking place in the school throughout the year and celebrate these through school's social media and other platforms.