



## Job Description & Person Specification

---

**Job Title:** Trainee Careers Adviser

**Scale:** Scale 4

---

### Job Purpose:

- To be responsible for the delivery of independent and impartial or careers information advice and guidance across the Laurus Trust.
  - To provide careers information, advice and guidance across the Laurus Trust.
  - To support the overall strategic direction and delivery of CEIAG across the Laurus Trust.
- 

### Reporting Arrangements

**Reporting to:** Laurus Trust Careers Advisor

**Accountable for:** N/A

---

### Main Responsibilities:

- Complete statutory, impartial, careers interviews with students which are focussed on Key Stage 4 but provide appropriate opportunity at Key Stage 3 and 5. Devise and develop a timely and appropriate system for recording and following up individual action plans.
- As direct by the Trust Careers Advisor provide timely 'drop-in' advice clinics at each of the five Laurus Trust secondary schools, supporting students with pathways, training routes, the job market, CV writing and application support. Some of this work could be completed remotely.
- Play an active role in the annual review process, for students holding an EHCP, across each of the five Laurus Trust secondary schools as well as providing timely, impartial, advice and guidance to all pupils in receipt of the Pupil Premium, LAC and SEND where necessary.
- Support the Trust Careers Advisor with the provision of specific careers related resources.
- Be available to provide support at Key Stage 4 and 5 Parent Evening/Options Evenings for the purpose of offering advice and guidance to parents (arranged and planned in advance with the Trust Careers Lead).
- Provide 1:1 careers advice on A-Level and GCSE result days (August).
- Liaising with schools, employers and professional services to support the facilitation (but not the administration) of work placements, work place safaris and visiting careers speakers as part of the wider Careers programme.

- Support the Trust Careers Advisor in the meeting of the Gatsby Benchmarks.
  - Support the Trust Careers Advisor, within the Laurus Trust, with careers events (often referred to as 'drop-down'), employer engagement and the all-round delivery of CEIAG delivery.
- 

### **Trust Responsibilities:**

- Adhere to all Trust policies and procedures.
  - Take responsibility for promoting and safeguarding the welfare of all pupils.
  - Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
  - Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
  - Travel between different sites of the Laurus Trust as required.
  - Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
  - Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
  - Refrain from smoking in any areas of Trust premises.
  - Behave in a manner that ensures the security of property and resources.
  - Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.
- 

### **Safeguarding:**

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

---

### **Core Behaviours:**

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- |                       |  |
|-----------------------|--|
| ➤ <b>Adaptable</b>    | - Open to change, to be flexible.  |
| ➤ <b>Courageous</b>   | - Willing to speak up, offer ideas, challenge the norm.                      |
| ➤ <b>Hard Working</b> | - Strong work ethic, prepared to go the extra mile.                          |
| ➤ <b>Inclusive</b>    | - Treat others fairly and equally.   |
| ➤ <b>Engaged</b>      | - Involved/absorbed in your work, participate at all times.                  |
| ➤ <b>Value</b>        | - Add value to your role, your team and the Trust.                           |
| ➤ <b>Enquiring</b>    | - Have an enquiring mind, curious, improve and find solutions.               |
| ➤ <b>Motivated</b>    | - Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ <b>Encouraging</b>  | - Giving/offering support and confidence to others, working together.        |
| ➤ <b>Navigator</b>    | - Providing guidance, leading when necessary.                                |
| ➤ <b>Tenacious</b>    | - Perseverance, never giving up, whatever it takes.                          |

**Person Specification:**

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Sound educational background including GCSE's Maths and English (A*-C) or equivalent</li> <li>• Willingness and ability to obtain and/or enhance qualification and training for development in the post</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate accredited qualification in CEIAG</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of delivering to deadlines and achieving set targets to a high standard</li> <li>• Experience of allocating and prioritising workload effectively to gain maximum productivity</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of working with confidential information</li> <li>• Awareness of current issues in the Education</li> <li>• Evidence of delivering the Gatsby Benchmarks within a school environment</li> <li>• Demonstrable experience of giving careers guidance within a professional industry</li> <li>• A working understanding of the Gatsby Benchmarks</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Ability to work independently to organise own workload</li> <li>• Strong interpersonal skills</li> <li>• Highly motivated individual with an innovative approach</li> <li>• Problem solving and analytical skills</li> <li>• Ability to demonstrate engaging oral and written communication</li> </ul>	
<b>Other Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to make effective decisions</li> <li>• Ability to work accurately and methodically</li> <li>• Excellent time management</li> <li>• Ability to remain calm under pressure</li> <li>• Flexible</li> <li>• Good team player</li> <li>• Willingness to undertake further training</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>

