

Job Description

London Borough of

Redbridge



Job title	Careers Advisor	Grade	LBR 6 Point 18-20
Reports to	Careers Leader		
Responsible for	Personalised careers advice and guidance and supporting all aspects of careers work within the school		
Hours	36 hours per week from 8.30am-4.30pm Monday-Friday 40 weeks per year (term time plus 1 additional week during the summer holidays to support exams results and prepare for Year 7 and Sixth Form induction)		
Purpose of job			
The Careers Advisor has overall responsibility for the provision of providing students with personal careers guidance and supporting them with their future career routes.			
Main duties and responsibilities			
<p>Main Duties:</p> <ul style="list-style-type: none"> • Support the Head of Careers in ensuring the school meets all Gatsby Benchmarks. • Contribute to the development, planning and delivery of an innovative and effective school careers programme and guidance. • Proactively support students who are undecided about their intended destination. • Develop and maintain a comprehensive and up-to-date careers information and resources and make available for staff, students, parents and partners to access. • Actively research and arrange suitable opportunities for students with regular communication to ensure students and curriculum staff are informed of forthcoming opportunities. • Organise in school and external events/workshops that actively promotes all aspects of careers, developing students' employability skills and soft outcomes. • Organise in school and external events/workshops that actively promotes all aspects of careers, developing students' employability skills and soft outcomes. • Organise in school and external events/workshops that actively promotes all aspects of careers, developing students' employability skills and soft outcomes. • Support the quality assurance process to ensure school standards are worked to and maintained (e.g. OFSTED, Quality in Careers, Gatsby Benchmarks). • Engage in professional development and networking to ensure that professional and strategic contributions are up-to-date. <p>Responsibilities:</p> <ul style="list-style-type: none"> • Interview students one-to-one or in small groups to discuss their career or education options putting in place actions plans for them to work on and monitor these. • Listen to students' ideas and career aims and advise them accordingly. • Ensure all students are aware of suitable and realistic career routes and help students identify and consider the range of choices available to them and outline possible ways forward. • Advise students on how to source relevant training courses or qualifications and what funding might be available. • Establish positive relationships with students. • Identify skills gaps amongst students and work with the Employability skills coordinator on creating a plan on how to support this. • Support students to develop their own career management skills. • Promoting students action plans to staff and communicate with staff to enable students' learning opportunities to be enhanced. • Be aware of students' learning needs to support their educational progress and future career routes e.g. One Page Profiles. • Offer targeted provision and support to students with identified special educational needs and Education, Health, Care plans. • Discuss with students how to overcome any barriers to reaching their goals and refer them to other agencies for advice where appropriate. • Provide advice on CV, applications (e.g. UCAS/Apprenticeship etc), job hunting and interview techniques. 			

- Run small group sessions or assemblies on all aspects of careers work and topics related to personal development.
- Work with the Senior Pastoral Leaders in charge of the reflection room to support students and provide them with action plans to support their engagement, aspirations and focus.
- Lead on the promotion of the interactive careers google site and maintain the upkeep of all these provisions.
- Lead on and develop the apprenticeship programme and ensure we meet the PALS legislation.
- Support students with all aspects of the apprenticeship application process and actively manage an apprentice's journey, through the dissemination of apprenticeship information, keeping up-to-date with vacancies, through to supporting the application process.
- Focus on building links and relationships with external providers, training providers and businesses and employers.
- Manage the schools provider access form and requests as per the specified policies.
- Provide additional support with careers events and maintenance of the compass+ tracker to meet Benchmark 3. This will allow us to provide students with a careers progression report that will be given to parents at parents evenings and sent out at the end of each year.
- Ensure that careers and skills builder employability skills are linked with all extra curricular provision.
- Monitor plans for school trips/extra-curricular provision for each academic year and ensure that teams are linking these to careers and the skills builder employability skills.
- Monitor the availability of trips/extra-curricular provision to students across the school ensuring equity of opportunity.
- Monitor the uptake of trips/extra-curricular provision across the school with a focus on key priority groups
- To propose trips and activities that the support the school's priorities, that the school has capacity to offer and are financially viable
- To support staff to complete the necessary administration for school trips, linking these to careers/employability skills and to support staff with these tasks

2. General

- Ensure full compliance with GDPR.
- Carry out your role in a professional, positive and proactive manner.
- Come to work suitably dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business.
- Be supportive at all times of the school's aims and ethos.
- Set a good example to students.
- Work as part of a team to support the team and school objectives.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace and the School Code of Conduct.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Job Title	Careers Advisor	Grade	LBR 6
School	Oaks Park High School		
Education and Qualifications:			
<ul style="list-style-type: none"> ● Level 6 Diploma in Careers Guidance and Development or alternative equivalent. ● Demonstrable levels of Numeracy and Literacy equivalent to GCSE A-C or NVQ Level 2 or by test. ● Experience in providing career advice to students. ● Experience of using databases. ● An ability to use ICT. ● Strong organisational and interpersonal skills. 			
Experience/Knowledge/Skills:			
Essential		Desirable	
<ul style="list-style-type: none"> ● Ability to use ICT in all aspects of your work. ● Excellent understanding of careers advice and apprenticeship career path ● Awareness of strategies for supporting students with their future aspirations, ensuring they are fully informed ● Good interpersonal skills. ● A good understanding of safeguarding children ● Recent experience of working with secondary age students ● Excellent communication skills and an ability to relate to people at all levels. ● Excellent administration skills and an ability to meet deadlines. ● Ability to work collaboratively with a wide range of groups as a team. ● Experience of liaising with outside agencies ● An understanding of the Gatsby Benchmarks and their role within the personal development of students ● be committed to your own development. 		<ul style="list-style-type: none"> ● Team membership and leadership skills and act on initiative ● Ability to lead by example and inspire others ● An understanding of the secondary curriculum ● Experience of working with disaffected and disengaged young people ● Experience of dealing sensitively with students, parents and colleagues. 	
Other job requirements:			
<ul style="list-style-type: none"> ● Enhanced DBS check. 			

General
<ul style="list-style-type: none"> ● Attend and participate in relevant meetings, training and other learning activities and performance development as required. ● Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ● Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care. ● Be responsible for your own health and safety, as well as that of colleagues, pupils and the public. Employees should cooperate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management. <p style="text-align: center;">Duties and responsibilities of the post may change over time as requirements and circumstances change.</p> <p style="text-align: center;">The job description does not form part of the post holder's contract of employment.</p>