



## St Mary's Catholic High School, Leyland

### JOB DESCRIPTION

<b>Post Title:</b>	Careers Guidance Officer
<b>Grade:</b>	6
<b>Car User:</b>	Casual
<b>Responsible to:</b>	Headteacher/Assistant Headteacher
<b>Staff Responsible for:</b>	N/A
<b>Location:</b>	Equal division between St Mary's and All Hallows Catholic High Schools

#### **Purpose of the role**

To provide advice and guidance for pupils in relation to careers education and 14-19 pathways, organise effective work experience and work-related learning programmes to motivate pupils and raise achievement.

#### **Accountabilities/ Responsibilities:**

Work with pupils and staff to raise aspirations of future careers, through providing accurate and up-to-date advice and guidance on careers pathways

Help organise a range of careers events both within and outside the school day

Support pupils to access careers and training events and apprenticeships

Develop effective links with external agencies/organisations, including the careers advisory service and local businesses.

Organise work experience/placements for pupils and monitor the effectiveness of these.

Individuals in this role may also:

Organise staff visits to work experience placements, including provision of guidance material for them.

Plan, organise and promote work-related learning, such as practice interview days and industry days.

Oversee arrangements or all pupils attending off-site provision, including interviews, taster visits, transport arrangements, monitoring progress and quality of provision, monitoring the costs of all off-site provision and co-ordinating and evaluating student assessment information.

Organise and monitor the quality of extended alternative work-related experiences which address 14-19 student needs.

Work with Curriculum Leaders to develop schemes of work to incorporate work-related learning/enterprise opportunities.

#### **Indicative knowledge, skills and experience**

Work at or towards national occupational standards (NOS) in advice and guidance or Learning, Development and Support Services and knowledge/skills equivalent to current national qualifications in advice, guidance and advocacy level 4.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults

**Customer Focus**

We put our customers' need and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

**Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.