

JOB DESCRIPTION

Job Title	Careers Advisor (supported by the school's Careers Lead)
Grade and hours	<p>Grade 5 £26,421 - £32,076p.a. full time equivalent Actual salary based on 2 days per week, 42 weeks per year £10,010 - £12,152p.a.</p> <p>2 days per week, flexible on days worked 08.00am - 4.00pm with a 30-minute unpaid lunch break</p> <p>Term time, including teacher training days plus 3 additional weeks which equates to 6 days pro rata which must be worked during results weeks.</p>
School	Caludon Castle School

Careers Advisor

Job Purpose

Working closely with the school's Careers Leader you will contribute to the raising of student aspirations by providing information, advice, guidance and support on a range of opportunities, including learning and career options, enabling students to overcome barriers to progression.

Primary duties and responsibilities

- Work with students to offer information, advice, guidance and support to enable them to make a successful transition from secondary education into adult life.
- Work with students who have significant and complex barriers to help them identify and overcome these barriers and progress towards entry into further education, employment or training.
- Develop and maintain effective relationships with a caseload of students, using a variety of one to one approaches and group support to help them achieve and overcome barriers.
- Support students and parents at key transition/progression points.

- **Duties in partnership with the Careers Leader**
- Develop and review with partners a range of approaches and motivational programmes to engage students who are at risk of not being in Employment, Education or Training (NEET).
- Develop and maintain a full understanding of government initiatives to help students to make informed choices on the range of learning and employment opportunities available to them.
- Raise the profile of employment, educational and training pathways, including apprenticeships
- Provide Information, advice and guidance for students in relation to careers education and educational pathways.
- Develop effective work experience and work-related learning programmes to motivate students; supporting the raising of student achievement and aspirations.



- Plan, organise and administer school events and student opportunities linked to careers information and advice and STEM.
- Create, maintain and monitor up to date student destination/NEET information as required by school and Ofsted and also for the purpose of data collection.
- Develop effective links with both local and national businesses to promote learning opportunities for students that deepen their subject understanding.
- Develop effective links with higher education establishments to help raise student aspirations.
- Develop effective links with external agencies/organisations, including the National Careers Service and National Apprenticeship Scheme in order to engage with students in broadening their horizons by connecting learning with the world of work.
- Work with students and staff to raise educational and employment aspirations by providing accurate and up-to-date advice and guidance on career and educational pathways, supporting such activities both in and out of the classroom.
- Organise a range of careers and Higher Education events, during and outside the school day, including Mock Interviews, Careers Information Evenings and information stands at other stakeholder events (for example, parents evenings).
- Organise medium or long-term work experience placements as part of alternative pathways for students at KS4 and where appropriate for mainstream students.
- Oversee arrangements for all students 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.

PERSON SPECIFICATION

ATTRIBUTES	JOB REQUIREMENTS
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Dedicated to our vision that all children are entitled to a first-class education • Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities • Self-motivated and able to work on own initiative without supervision • Works with honesty and integrity • Emotional resilience in working with challenging behaviour
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • A strong rapport with young people and an understanding of how to engage them in reading. • Excellent communication and organisational skills • The confidence to read in front of groups, lead sessions with students and work with young people • Passion for reading and working with young people • Highly organised and meticulous • Proficient in Microsoft suite • Knowledge of Bedrock or other literacy interventions. • Ability to analyse data and report issues and trends. • Knowledge of how ICT can be used to support reading development. • Knowledge of the wide range of educational and employment/training opportunities available to young people. • Knowledge of other voluntary and statutory agencies who work with young people. • Knowledge and understanding of data sharing legislation.
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> • GCSE Grade C/4 or above in English and Mathematics essential • Additional subjects at GCSE grade C/4 +/GCE O level desirable • Higher qualifications at A level and degree level desirable • QCF Level 6 Diploma in Career Guidance and Development (or a willingness to commit to achieving this qualification)
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working in a Library within an educational establishment is desirable • Strong administration background and relevant experience essential • Experience of working with/supervising young people, including behaviour management desirable • Experience of assisting with organising Careers events and activities
SAFEGUARDING	<p>In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children as appropriate to the nature of the role which may include:</p> <ul style="list-style-type: none"> • Motivation to work with children and young people; • Ability to form and maintain appropriate relationships and personal boundaries with children and young people; • Emotional resilience in working with challenging behaviours; and • Attitudes to use of authority and maintaining discipline



Responsible to: Assistant Headteacher

Safeguarding

Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students, who they are responsible for or in contact with, from discrimination and avoidable harm. All staff, where paid or voluntary, have a duty to keep young people safe and to protect them from harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent to that role. There will be a requirement that staff observe their obligations in accordance with the Trust's safeguarding procedure and report any concerns in accordance with the procedure to the appropriate person.

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the post holder after enhanced DBS clearance has been acquired, must be disclosed to the headteacher by the post holder. Failure by the post holder to do so, or the obtaining by the post holder of a relevant conviction caution or reprimand, may be managed in accordance with the Trust's disciplinary procedure.

Health and Safety

The post holder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the post holder's role or circumstances. Which must be observed.

Confidentiality and Data Protection

The post holder is expected to comply with the provisions of the Data Protection Act 2018. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.

Equality and Diversity

The Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect, and are entitled to expect this in return.

Training

The Trust has a shared responsibility with the post holder for identifying and satisfying training and development needs. The post holder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.



This job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing post holder and will be commensurate with the grade for the job. The post holder is expected to comply with any reasonable management requests.

Copies of all relevant policies are available through the post holder's line manager and the Trust HR team.



Castle Phoenix **Trust**