



HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

Title:	Careers & Work Related Learning Advisor
Responsible to:	Deputy Director of Sixth Form - Progression
Hours of Work:	Full Time or Part Time, Term Time including 5 training days and 10 additional days made up of support around the exam results period and occasional evenings as required (commencing January 2020)
Salary Range:	SCP 25-29 £28,785 to £32,029 pro rata

General Description:

To provide impartial careers education, information, advice and guidance (CEIAG) to the students of HGS in accordance with statutory requirements, guidance to schools and school policy in the context of accepted National Quality Standards for CEIAG.

Main Responsibilities

1. Provide impartial and informed careers guidance, which raises aspirations and increases motivation in one to one interviews or in small groups.
2. Contribute to the planning, development and delivery of classroom resources for CEIAG in all key stages.
3. Work closely with KS4 tutors, Student Support Managers and Assistant Head Teacher (Key Stage 4), to prepare students for making appropriate applications for post-16 courses.
4. Work closely with Year 8 tutors, Student Support Managers and Assistant Head Teacher (Key Stage 3), to help and support students for making appropriate GCSE option choices.
5. Work closely with the Sixth Form team to prepare students for making appropriate and competitive Higher Education, apprenticeship and employment applications.
6. Deliver presentations on a wide range of CEIAG related topics.
7. Develop careers library resources, including careers software, careers website and writing of information leaflets.
8. Assist students and staff in the appropriate use of all sources of careers related information.
9. Develop links with education, business and community partners and facilitate their involvement in the CEIAG programme.
10. Encourage parental involvement and support of the CEIAG process; attend parents' evenings and organise and facilitate parents' events.
11. Co-ordinate and contribute to a range of careers department projects, events and activities, for example the year 12 Progression Event, job search workshops etc.



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12. Provide additional support for students with special needs and those who may be at risk of disengaging. Attend multi-agency meetings, case conferences and reviews as necessary.
13. Promote equal opportunities in all aspects of CEIAG work.
14. Participate in training and continuing professional development to update knowledge and maintain high standards of guidance and professional practice.
15. Disseminate information to colleagues and contribute to Inset training.
16. Contribute to the evaluation and review of CEIAG provision.
17. Map student destinations and contribute to reports and other statistical analysis.
18. Keep client records and complete other administrative tasks.
19. Produce periodic returns on work undertaken against targets, e.g. number of interviews, class tutorials, group sessions, action plans, parent's evenings etc.
20. Liaise closely with alumni, employers, universities and other external agencies to help ensure students have outstanding access to employers, universities and apprenticeship providers, both in school and off site.
21. Support students in their applications for the next steps, including university and employment applications.

General

1. Work in accordance with the school's safeguarding policy and procedures.
2. Adhere to school policies on equal opportunities and confidentiality.
3. Undertake duties of an equivalent nature commensurate with the grade of the post as may be required. Any changes would be agreed after full discussion with the post holder.
4. Ensure the health and safety of self and others in relation to post holder's duties and personal responsibilities.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.