**Post: Careers Advisor**

Reporting to: Deputy Head (Pupil Progress)

Prior Park Schools

Prior Park College is an independent day and boarding school for 600 girls and boys aged between 11 and 18.  The school occupies an imposing 50 acre site on Ralph Allen Drive in Bath, combining beautiful Grade 1 listed buildings with more modern, purpose-built facilities.  Prior Park College is one of the group of Prior Park Schools which includes our junior school, The Paragon, on a 7.5 acre site in Lyncombe Vale, Bath, and our sister school, Prior Park Gibraltar, opened in September 2016.  More information can be found at www.thepriorfoundation.com.

The Role

The post holder will provide professional, objective and impartial careers advice and guidance to students at the college and will provide support for the Careers Coordinator to promote, develop and embed careers activity for all year groups across the College.

Main Duties:

* Interview pupils and students one-to-one or in small groups to discuss career and education options as required.
* Help students to draw up action plans for future education, employment and training opportunities and support them to achieve these goals.
* To liaise with the SENDCo and LDP team to ensure appropriate advice is given to all pupils/students
* Research careers, options and support organisations to meet student needs.
* Provide advice on CV, applications, job hunting and interview techniques.
* Help students to understand the current job market.
* Liaise and negotiate with other organisations on behalf of students.

Suggested for Autumn Term

* To provide vocational guidance interviews for all students in Year 11;
* To assist with the administration of the Careers Brief and feedback reports to all participating Year 11 pupils.
* To provide a summary of the interview with the student and to keep the copy confidentially within the College for future guidance purposes
* To liaise with Housemasters and Mistresses regarding their students (as required)
* To provide guidance to Year 13 students who are still undecided regarding post 18 options, following referral by the Heads of Sixth Form.
* To attend key Open Evenings and Events for pupils/students and their parents

Suggested for Spring Term

* To interview Year 12 students to help them consider the range of options post 18;
* To work with Heads of Sixth Form to enable students to access online Higher Ideas and Unifrog;
* To contribute to preparations for the biennial Careers Fair held in March
* To work with the Careers Coordinator to liaise with providers, such as COA, Fast Tomato for example, to ensure continuity of provision throughout all year groups.

Suggested for Summer Term

* Interview any "undecided" students following exams; and
* Support the Careers Coordinator as required with Career enrichment days, Year 11 Careers Week and employer presentations.
* Provide support and guidance to pupils on A level and GCSE results day

Please note that this list is not exhaustive and other additional, reasonable tasks falling within capabilities of the post holder may be required, depending on the needs of Prior Park College.

Personal and Professional Specification

The following are essential:

* Ability to remain impartial and provide independent advice;
* Excellent interpersonal skills and the ability to communicate effectively with students, their parents and colleagues;
* Excellent record keeping skills;
* Desire to undertake continuous professional development to ensure a thorough and up to date working knowledge of careers options and the practice of providing careers advice;
* Ability to be discreet and maintain confidentiality;
* Ability to plan, prioritise and manage time well;
* Willingness to take on challenges; and
* Desire to seek feedback and the ability to remain positive when challenged or criticised.

Salary and Benefits

The Careers Advisor will be awarded a competitive salary. He or she will be eligible to become a member of the support staff pension scheme. Our employees can use school facilities such as the gym within our purpose-built Sports Centre, swimming pool, tennis courts, etc. Staff can access school dining facilities during term time. Free car park is available.

Child Protection

Prior Park Educational Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School’s interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 2018 and staff must not at any time use the personal data held by the school or disclose such data to a third person.