



Role: Careers Advisor

Location: 0.6-Full time, Remote / Possible Job Share

Salary: £32,000

Start Date: September 2025

Job Overview

The person in this role will work with the Careers Lead to provide personal academic and career, guidance, whilst creating a supportive environment that fosters support and career readiness. A particular focus for this key role in our context is to provide expert guidance for our **high-performing athletes and international students**. Experience in these fields, including specialist knowledge in scholarship pathways for athletes and high-performing students, is essential. The successful candidate will inspire students to explore their potential, providing personalised advice to help them navigate university options internationally. This role is integral to fostering student success and ensuring a supportive and strategic approach to university preparation.

As the Careers Advisor at our online school serving students aged 11-18 years old, you will be responsible for developing, implementing, and ensuring compliance with a comprehensive careers programme and guidance in line with policy and guidance. Your primary objective will be to support students in making informed decisions about their future pathways while maintaining impartiality and considering the individual needs of each student. Through a combination of virtual resources, personalised guidance, and tailored support, you will empower students to explore diverse career options and equip them with the skills and knowledge necessary for success in their chosen paths.

Key Responsibilities:

Develop Careers Curriculum:

- Contribute to the design and execution of a robust careers curriculum that aligns with national policies, guidelines, and best practices, catering to the needs of online learners aged 11-18, both nationally and internationally
- Ensure compliance with statutory requirements related to careers education, information, and guidance (CEIAG), including adherence to relevant legislation and regulations, to meet Gatsby Benchmarks and the Baker Clause, ensuring that it is tailored to the needs of students
- Working with the Assistant Vice Principal Personal Development and Careers Lead, administer and manage information for key stages, including GCSE options, A-Level choices, and alternative pathways, facilitating smooth transitions to Further Education and post-18 options

- Conduct one-on-one support sessions to assess students' academic, extracurricular, and personal backgrounds. Develop tailored college/university admission plans based on each student's strengths and goals, with a focus on international institutions, including but not limited to the United States, the UK, Europe.
- Promote careers and university fairs, workshops, presentations, and run information sessions for students and parents to explain application processes, timelines, financial aid, scholarships, and admissions strategies.
- Offer individualised guidance on developing application strategies, including choosing between Early Decision/Early Action, and other pathways.
- Assist students with personal statements, Common Application essays, supplemental essays, and other application materials to ensure quality and authenticity.
- Collaborate with the EAL teacher to support students in meeting English language proficiency requirements, such as IELTS and TOEFL.
- Advise on SAT/ACT preparation, scheduling, and resources, and guide students on where and when to take these tests.

Provide Impartial Guidance:

- Offer impartial careers advice and guidance to students, taking into account their individual interests, abilities, and aspirations, and ensuring suitability for their age and stage of education.
- Curate and utilise a variety of virtual resources, including online career assessment tools, virtual career fairs, webinars, and interactive workshops, to enhance students' career exploration experience
- Support students in making informed decisions about their future education, training, and career pathways by providing access to accurate, up-to-date information and resources.
- Provide personalised support and guidance to students, tailoring your approach to meet the unique needs and circumstances of each individual learner
- Promote Equality and Inclusivity by fostering an inclusive and supportive environment where all students feel valued and empowered to explore and pursue their career aspirations, regardless of background or circumstances

Collaborate with Stakeholders:

- Work collaboratively with teachers, parents, external agencies, and other stakeholders to ensure a coordinated approach to careers education and guidance, maximising support for students
- Liaise with relevant colleagues to integrate careers education across year groups, fostering cross-curricular learning and promoting student leadership opportunities
- Enhance the quality of education by providing resources and support within academic subjects to integrate careers education seamlessly into the curriculum
- Collaborate with colleagues to identify students needing bespoke careers guidance,
- Develop and maintain relationships with alumni, education establishments, employers, and professional organisations to create meaningful opportunities for students
- Create opportunities for workplace experience awareness, including guiding work experience exploration, careers enrichment week and Minerva Rostrum speakers, to help students gain exposure to and awareness of different industries

Monitor and Evaluate:

Regularly monitor and evaluate the effectiveness of the careers provision, gathering feedback from students and stakeholders to inform continuous improvement.

- Engage in ongoing professional development to stay abreast of current trends, developments, and best practices in careers education and guidance for online learners.
- Maintain accurate records of careers interactions, including individualised action plans and progress tracking, to ensure accountability and support continuity of support.
- Create and maintain records, including destinations reports for transition students, to track progress and inform strategic planning.
- Stay informed about changes in the labor market, higher education landscape, and emerging career trends to provide relevant and timely guidance to students.
- Liaise with relevant colleagues to integrate careers education across year groups, fostering cross-curricular learning and promoting student leadership opportunities

Support and Manage:

- Support Academic Subjects: Enhance the quality of education by providing resources and support within academic subjects to integrate careers education seamlessly into the curriculum.
- Manage Transition Processes: Administer and manage information for key stages, including GCSE options, A-Level choices, and alternative pathways, facilitating smooth transitions to Further Education and post-18 options.
- Provide Personal Careers Guidance: Conduct one-to-one personal careers guidance meetings with students to offer unbiased, realistic, and achievable career pathways, documenting outcomes in career action plans.
- Maintain Records: Create and maintain records, including destination reports for transition students, to track progress and inform strategic planning.
- Update Careers Literature: Ensure careers literature is up-to-date and inform relevant colleagues of changes in the labour market to inform strategic planning.
- Manage Careers Portals: Administer the careers portal, Unifrog, to ensure students have access to relevant information.
- Attend Events: Attend appropriate parents/options/information evenings to provide guidance and support.
- Develop Resources: Develop, manage, and maintain careers resources across online platforms to support student career exploration.
- Provide Marketing/Publicity: Liaise with colleagues to provide marketing publicity for careers events and opportunities.
- Build Relationships: Develop and maintain relationships with alumni, education establishments, employers, and professional organisations to create meaningful opportunities for students.
- Facilitate Work Experiences: promote opportunities for workplace experiences, including work experience weeks and insight days, to help students gain practical exposure to different industries.

As the Careers Advisor, you will play a vital role in guiding and supporting our online learners as they navigate their career pathways. Your commitment to impartiality, compliance, and personalised support will ensure that every student receives the guidance they need to make informed decisions and achieve their full potential.