

JOB PROFILE

Job title:	Careers Advisor
Salary range	£20,661- £22,658 pro rata
Working hours / weeks:	Up to 3 days a week, term time on a permanent basis with potential for up to another 2 days a week for the first year on a fixed term basis.
Core purpose:	To work across a number of schools in The Two Counties Trust in order to provide high quality independent and impartial information, advice and guidance to help young people make well-informed, realistic decisions about their future thus improving students' chances of successful and sustained progressions to appropriate learning pathways and employment.

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To observe all policies / procedures / working practices / regulations, and in particular to comply with policies in respect of Equal Opportunities, Health and Safety, Financial Regulations and Safeguarding.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

Working with colleagues and external agencies, the Multi-Academy Trust (MAT) Careers Advisor will be responsible in each school for the following:

1. Information Advice & Guidance

- Providing Information, Advice and Guidance (IAG) for students in all schools at key points of transition.
- Work with schools to develop and deliver high quality programmes of careers education in order to meet national and regional standards.
- Interviewing students in Y9 – Y13 one-to-one or in small groups to discuss career or education options.
- Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development.
- Providing IAG for students in Y11 in liaison with Y11 pastoral staff to ensure appropriate student pathways choices.
- Providing IAG for students in school sixth forms in liaison with pastoral staff to maximise employability and other progression opportunities for non-HE students.
- Helping young people to draw up action plans for employment, education and training and supporting them to achieve these goals.
- Providing additional support, advice and guidance for Pupil Premium / disadvantaged students to raise levels of aspiration and enable them to progress to the next stage of the education / training.
- Supporting sixth form pastoral staff in 16+ progression applications including UCAS

applications and CEG programme.

- Ensuring that the PHSE programmes meet these requirements for CEG.
- Input into PHSE planning and delivery relating to CEG aspects.
- Co-ordinating careers related events in schools and organise enterprise / industry days.
- Providing guidance to pupils on completing application forms, interview technique and presentation skills.
- Organising, promoting and coordinating a structured programme of careers and gap year events for pupils and parents.
- Attending Parents' Evenings and active promotion of careers in school assemblies and at Information Evenings and other events.
- Maintaining up to date careers information including careers library in each school.
- Producing careers information through hard copy literature, e-communications and displays.

2. Work Experience

- Organising, promoting and coordinating work experience in each school for Y10 in liaison with Y10 pastoral staff.
- Where appropriate, organising, promoting and coordinating work experience / internships in each sixth form to enable the school to meet the requirements of the 16 – 19 Study Programme.
- Building relationships and liaise with industrial providers in order to secure work placements.
- Coordinating a system of support, monitoring and responsiveness for students on work placements.
- Quality assuring work placements to ensure that they are appropriate to the learning needs of students.
- In time, developing skills in health and safety checking of work placements with a view to undertaking some checks in the future.

3. Other duties

- Work within safeguarding policies and procedures
- Promote and uphold equal opportunities policy and procedures, actively promoting equality and seeking to challenge and overcome disadvantage and discrimination
- Developing a network of specialist partners to provide guidance on specific careers.
- Developing positive relationships with Higher Educational institutions and supporting school to raise the aspirations of *First generation* students
- Monitoring, recording and communicating leaver destination information to relevant members of the school community.
- Supporting the MAT admin team in collating NEET data and other destination data as appropriate.
- Ensuring that all records and files are maintained.
- Keeping abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions.

- Fully participate in ongoing training and development activities and to be responsible for keeping up to date with learning opportunities, curriculum changes, funding and benefit entitlements etc.
- Keeping up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Core Values:

Respect for individuals:	We work together to create a culture based on trust, respect and dignity.
Integrity:	We are open, honest and direct in our dealings.
Collaboration:	We know that there is strength in working together, communicating, sharing ideas and best practice and finding more efficient and effective ways to deliver our objectives.
Continual improvement:	We are a learning organisation that strives always to 'make our best better'.
Accountability:	We hold ourselves accountable and take ownership.

PERSON SPECIFICATION

Role: Careers Advisor		E/D	A	I
Qualifications and Training				
1	Educated to degree level.	E	✓	
2	Level 4 Diploma in Career Information and Advice as a minimum.	E	✓	
Experience				
3	Recent experience of careers education and guidance in an educational setting.	E	✓	✓
4	Up-to-date experience with methods of communicating effectively via 'e-comms' i.e. through Social Networking, blogging and so on.	E	✓	✓
Knowledge and understanding				
5	Knowledge of universities, subject choices, non-academic career choices, gap years and volunteering.	E	✓	✓
Skills and abilities				
6	Competent user of Microsoft Office and familiarity with information technology.	E	✓	
7	A high level of communication and listening skills.	E		✓
8	The ability to motivate and build a rapport with people.	E	✓	✓
9	Ability to work collaboratively and to develop positive relationships with internal and external stakeholders.	E	✓	✓
10	The ability to work individually or as part of a team.	E	✓	✓
11	The ability to manage your own caseload.	E	✓	✓
12	The capability to work under pressure.	E	✓	✓
13	Strong organisational skills.	E	✓	✓
14	Proactive problem-solving skills.	E	✓	✓
Personal attributes				
15	Flexibility and adaptability.	E		✓
16	An empathetic, non-judgmental and ethical approach.	E		✓
Other				
17	A commitment to uphold and promote equality of opportunity.	E		✓
18	Demonstrates an understanding of Safeguarding issues relevant to the post	E		✓
19	Use of a vehicle for work purposes	E	✓	

KEY: ✓

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: March 2018