



JOB DESCRIPTION

Job Title:	Careers Advisor	Grade:	Grade 7
Location:	Finham Park 2		
Hours:	22.5 hours per week	Contract Type:	Permanent

JOB PURPOSE

To work within school's Pastoral system to provide impartial careers information, advice and guidance to students and support school staff in the delivery of quality careers education during PSHCE lesson time.

The successful applicant will be a Careers Advisor with a Level 6 Diploma in Career Guidance and Development and demonstrate expertise in the following areas:

1. Interviewing young people one to one or in small groups as appropriate to school's needs. Ensuring students have an action plan;
2. Identifying their needs using a referral and assessment tool;
3. Providing information, advice guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training
4. Assisting young people to draw up action plans for employment, education and training and supporting them to achieve these goals. Provide extra support for statemented, LAC, special needs or other vulnerable students referred by school.
5. Researching careers, options and support organisations to meet young people's needs;
6. Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development;
7. Liaising and negotiating with other organisations on behalf of young people;
8. Working with families and carers to access and facilitate the young person's wider support network;
9. Provide support and guidance for students and parents at key points in the school year including Year 8 and Post 16 options evening, Year 11 subject evening, results days Year 11 and Post 16 qualifications.
10. Using, and where appropriate, establishing IT systems for administrative tasks, such as recording interactions with and tracking clients. Providing destination reports for Year 11 and Key Stage 5 students. Complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
11. Using computer-aided guidance packages, skills assessment tools and relevant IT support packages;
12. Supporting with the planning and organising careers fairs, workshops and conventions and work experience
13. Liaising and support schools PSHCE coordinator and Assistant Headteacher (Support) on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
14. Planning and contributing, where appropriate, to the delivery of careers education activities;
15. Organising and providing training and support for school staff so that they are equipped to deliver quality careers programmes;
16. Develop careers information to be used on school website, VLE. Organising and updating school's careers library and appropriate career displays;



17. Support school's work experience placement programme and manage extended work experience placements;
18. 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;
19. To support and be part of all internal and external inspections as required – OFSTED, investors in people etc.
20. Ensure the quality of careers education and guidance at Finham Park 2. Evaluate major aspects of the provision and provide reports for the Leadership Team and governors.

DUTIES & RESPONSIBILITIES

Responsible to: Deputy Headteacher

1. To be aware of Child Protection issues, liaise when necessary with named staff and be willing to be a part of the procedures for the school.
2. To liaise with individual teachers, departments in relation to learning of individual and groups of pupils.
3. Expect to identify own training needs and request training.
4. To work with the College Heads to identify students / groups of students in order to put measures in place to raise achievement.
5. Ensure confidentiality at all times.
6. To be an exemplary leader in dealings with staff, pupils, parents and outside agencies.
7. Any other duties and responsibilities within the range of the salary grade.
8. To promote a positive school ethos and uphold school's Christian ethos.
9. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the School's Health and Safety Policy. Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy. Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.

CONDITIONS OF EMPLOYMENT

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support, encourage and uphold the school's ethos and its objectives, policies and procedures as agreed by the governing body.

The post holder shall be subject to all relevant statutory and institutional requirements.

The post holder may be required to perform any other reasonable tasks after consultation within the range of the salary grade.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

All staff are to participate in the school's performance management scheme.

Finham Park 2

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FINHAM PARK
MULTI ACADEMY TRUST