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## Job Description for Careers Advisor

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**Responsible to:** Assistant Head Teacher

**Based at:** Wingfield Academy

**Paid on:** Band G of the School Support Staff Pay Spine

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### OVERALL PURPOSE OF THE POST

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As a member of our professional support services for New Collaborative Learning Trust, you will provide Careers Education, Information and Guidance to a range of pupils at Wingfield Academy for years 7 to 11. The post holder will also be required to work in support of a number of pupil/student support teams to ensure that priorities and services are met.

All postholders are required to work at their designated level to support the implementation of all school policies and procedures to achieve the key targets of the schools. These targets are reviewed annually and adapted to meet the needs of our pupils/students.

All professional support staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. This is a varied role and requires a person who is willing to be adaptable and to multitask in response to the needs of the pupils/students and staff. The post holder will be a key member of the team in the Academies and will work positively and proactively.

The post holder will work in collaboration with a range of staff across the Academies in the discharge of their duties and will at all times work within and contribute to the legal, regulatory and policy frameworks of the Academy and wider Trust.

All duties outlined below are the responsibility of the post holder who will be accountable for delivery.

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### MAIN DUTIES

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#### Support for Pupils and Students

- Provide Careers Education, Information, Advice and Guidance (CEIAG) to pupils/students to support their choices and future educational/career aspirations and progression, this includes liaison with other internal and external providers.
- Review CEIAG provision across the academy, in partnership with the senior link for careers, in line with Gatsby benchmarks and provide recommendations for each academy on appropriate next steps.
- Develop, deliver and evaluate an annual operational plan for CEIAG linked to school priorities and pupil needs in consultation with relevant middle and senior leaders to reflect national and local initiatives and priorities. This will include:
  - Representing the school at the local CEIAG network meeting and providing update and feedback to SLT as appropriate.
  - Liaise with Rotherham Children and Young People's Services(YPs) and post 16 institutions to provide the operational plan for CEIAG for pupils/students under the guidance of the relevant senior leader

- Advise teaching staff and senior leaders to support the Planning and delivery of CEIAG into the curriculum (liaising with relevant colleagues) delivering appropriate programmes of study.
  - Provide a prioritised schedule of interviews for pupils/students. Record discussions/actions
  - Develop after school 'drop in' Careers club for pupils/students and parents/carers.
  - Evaluate major aspects of provision and provide reports for senior colleagues.
  - Maintain effective communication with pupils/students, staff and stakeholders through liaison with post 16 providers and YPS on provision.
  - Effective and relevant displays/communication, including the academy website.
  - Involvement in school events; review day, parents' evenings, etc, as appropriate.
  - Provide accurate annual statistics for the school including tracking and reporting on pupil destinations, recruitment and retention to post 16 and 3 year tracking of relevant data.
  - Identify potential NEETS – work with and support pupils/students to secure post 16 provisions.
- Develop and coordinate the work-related learning provision of the School (including, Vocational and Bespoke Professional routes); this will include:
    - Communication with organisations to secure placements
    - Maintenance and review of the Placements Database.
    - Supporting in the communication and visits of pupils/students on placements.
    - Provide IAG and other support for the Pupil Options selection process.
    - Developing and delivering procedures to monitor pupil performance, achievements, Health and Safety and attendance at placement in line with existing School policies and procedures.
    - To continue to liaise with employers, relevant staff, pupils/students and parents throughout the work experience period to ensure that issues are dealt with as they arise.
  - Support in the delivery of the Work Experience Debrief.
  - Ensure that contingency plans are in place, are agreed by all concerned and known by all concerned.
  - Assess the needs of pupils/students and use detailed knowledge and specialist skills to support pupils/students' learning or skills development.
  - Establish productive working relationships with pupils/students, acting as a role model and setting high expectations.
  - Promote the inclusion and acceptance of all pupils/students within the classroom. Encourage pupils/students to interact and work cooperatively with others.
  - Support pupils/students consistently whilst recognising and responding to individual needs.
  - Promote independence and employ strategies to recognise and reward achievement of self-reliance.

### **Support**

- Set up, organise and manage appropriate learning environments and resources.
- Within an agreed system of supervision, plan challenging learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupils/students' responses to learning activities through a range of assessments and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports, as required on activities, pupil's achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Work within the established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Produce Action Plans, Delivery Schedules, SoW lesson plans, worksheets, plans, etc.

### **Wider Responsibilities**

- Deliver local, national and subject specific learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils/students' skills.
- Use ICT effectively to support learning activities and develop pupils/students' competence and independence in its use. Including using careers-based systems such as Compass+ or Unifrog.
- Select and prepare resources necessary to lead learning activities, taking account of pupils/students' interests and language and cultural backgrounds.
- Advise on the appropriate deployment and use of specialist aid/resources/equipment.
- Be committed to the safeguarding and welfare of children and young people.
- To observe at all times confidentiality appropriate to the post and to work within Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

**Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.**

*All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role.*

*The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.*

*All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.*

## Person Specification for Careers Advisor

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a school/college</li> <li>• Experience of providing CEIAG to students throughout their learner journey</li> <li>• Experience of working with a diverse range of students with different needs</li> <li>• Experience of providing information, advice and guidance to young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and understanding of the UCAS application system</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Evidence of on-going professional development</li> <li>• General qualifications and education to at least level 2, including Maths and English</li> <li>• Level 6 Career Guidance qualification or willingness to complete qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Degree qualification</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Conscientious, honest and reliable.</li> <li>• Able to make carefully considered decisions.</li> <li>• Ability to work on your own initiative.</li> <li>• Ability to communicate with a range of adults and pupils/students.</li> <li>• A commitment to self-improvement.</li> <li>• Capacity to motivate, inspire and challenge young people.</li> <li>• Ability to establish and maintain good relationships with a range of adults and pupils/students.</li> <li>• An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.</li> <li>• Ability to identify risks within personal objectives.</li> <li>• A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to continuous improvement and willingness to learn from experience and practice</li> <li>• Ability to cope with unexpected situations</li> <li>• Flexible approach to work</li> <li>• Ability to work flexibly with some late evening commitment</li> <li>• Enthusiasm and commitment for the post</li> <li>• Commitment to equal opportunities and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to represent the Trust at events</li> <li>• Knowledge of the Post 16 education sector</li> </ul>