

JOB DESCRIPTION

Careers Advisor

Salary and Hours

- Salary:** NJC Salary Scale – Grade 4 – Scale Points **8-14**.
Full Time Equivalent Salary £22,777 - £25,409
Salary will be pro-rated based on the number of hours and weeks worked per year
i.e £7,793 - £8,693
- Hours:** 14.8 hours per week – Term Time Only
- Daily Direction from:** Careers Lead
- Note:** **All Support Staff are managed overall by the School Business Manager**

Purpose

- To provide quality careers education, information, and advice (CEIAG) guidance and support for our students in years 7 – 13.

Specific duties and responsibilities

1. Student support and monitoring

- Tracking and monitoring progression from Year 11 into higher education, training, and employment.
- Providing additional support to young people identified as at risk of becoming NEET, with application and interview support.
- To support students by offering advice & guidance on appropriate programmes of study and making applications to higher education and training providers.
- To support students in creating action plans for their education and/or training.
- Researching careers, options and support organisations to meet students' needs.
- Interviewing students in Key stages 3, 4 and 5 on a one-to-one and / or in small groups.
- Running CEAG drop-in sessions for students.

2. Promoting CEIAG

- To provide up to date career guidance and support to the staff, parents, and students in relation to Careers Education, Advice and Guidance.
- To ensure careers related noticeboards are up to date and accurate.
- To attend relevant additional meetings and events when require e.g. year 9 options evening; KS4 & 5 open evenings; GCSE and A level results days.
- Organise and facilitating key careers events (e.g. mock interviews, work experience, careers fair).
- Ensure the careers section of the school website is up to date and accurate.

- Deliver information sessions/assemblies/talks where necessary to give students and parents/carers accurate advice on available career pathways.

3. Working with others

- Keeping up to date with labour market information, legislation, and professional and academic developments relevant to students.
- To liaise with Tutors, SENCO, Heads of Year, PD teachers and other relevant staff to identify students needing guidance.
- To liaise with external bodies as appropriate.

Health and Safety

- It is an employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.
- To comply with the academy health and safety policy and undertake risk assessments as appropriate.

Additional Responsibilities

- Undertake 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.

General

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Date: _____
Member of Staff

Signed: _____ Date: _____
School Business Manager