

## Job Description

**Job Title:** Careers Adviser

**Salary/Grade:** Grade 5

**Hours:** 2 days a week, term time only; plus 1 week (to include examination results days).

**Job Purpose:** To work within the school's Personal Development Team system to provide impartial careers education, information, advice and guidance to students, to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways.

**Liaising with:** Assistant Headteacher and the Leadership Team, Achievement Coordinator, SENCO and relevant staff with cross-school responsibilities, relevant support staff, LA representatives, external agencies and parents/carers.

**Qualifications:** The Post holder should hold a Level 4 Diploma in Career Information and Advice and a Level 6 Diploma in Career Guidance and Advice or other relevant degree qualification. Consideration will be given to a candidate currently working towards their Level 6 Diploma.

### Main Objectives

1. Provide 'good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes'. (Extract from the DoE Statutory Guidance: Impartial Careers Education March 2010.)
2. To interview students on a 1:1 basis or in small groups as appropriate to student's/school's needs and ensure students have a transition and action plan accordingly.
3. To prioritise 1:1 intervention for vulnerable students (PP, AN, LAC) in years 8 to 13 inclusive.
4. To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training, housing and money; including signposting within school to key areas of support within the pastoral team.
5. To research careers, options pathways and support organisations to meet young people's needs.
6. To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
7. To liaise and negotiate with other organisations, with and, on behalf of young people.
8. To work with families and carers to access and facilitate the young person's wider support network.
9. To prioritise support and guidance for students and parents at key points in the school year; specifically, KS4 Options Programme and Evening, Post 16 & 18+ options evening, Year 9, 10, 11 & KS5 subject/parents evening, results days Year 11 and Post 16 qualifications.
10. To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking clients.

11. To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
12. To coordinate and manage the destination tracking of all Year 11, 12 and 13 and ensure that documentation related to the September Guarantee, KS5 destinations and post 16+ and 18+ pathways are coordinated and returned to the LA timely.
13. To review resources in school used for Careers Lessons and research and develop new packages.
14. To support the UCAS application processes.
15. To lead the organisation, coordination and management of all education and career pathway events to include for example, careers fairs.
16. To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
17. To plan and contribute, where necessary and appropriate, to the delivery of careers education activities.
18. To organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes as part of the Pastoral Programme and Enrichment Curriculum.
19. To organise and update school's careers library and appropriate career displays.
20. To support the school's work experience placement programme, and coordinate and manage extended work experience placements.
21. To keep 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 and disseminate this information to the Assistant Headteacher.
22. To support and be part of all internal and external inspections as required – OFSTED, Diocese Inspection 48.
23. To review and evaluate the quality of provision of careers education and guidance at both Ellesmere Port Catholic High School and provide reports for SLT and Governors.

**This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Line Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.**