



Post Title	Careers Advisor
Salary range/grade	Grade 7 SCP 12 - 19
Responsible to	Careers Lead
Responsible for (persons)	N/A
Budget Responsibility	N/A

Job Purpose

To provide impartial information, advice and guidance to help students make realistic choices about education, training and work.

The Careers Advisor (CA) will work with the Careers Leader to be responsible for careers guidance to pupils across the whole school. In addition, the CA will be integral to informing the direction of Careers Education, Information, Advice and Guidance. The CA will play a full and active role in the life of the school.

Main Responsibilities

1. Provide impartial information, advice and guidance to individuals and to groups of students in relation to all aspects of career planning to support them to consider the various options available.
2. Assist students with action planning following their careers interviews.
3. Collaborate with the Careers Leader, Heads of Faculty, the Head of Sixth Form, the Pastoral team including Heads of House, Student Support Officers and Form Tutors and the Senior Leadership Team in guiding pupils in their choice of subjects leading to academic qualification, university/college entrance and apprenticeships.
4. Collaborate with the Head of PSHE regarding the delivery of a planned programme of lessons and activities for Careers Education, Information, Advice and Guidance as appropriate, including developing employability skills.
5. Assist in the planning and organisation of careers related activities in school.
6. Organise and support with CEIAG related Focus Day activities.
7. Lead on the organisation, management and implementation of work experience for Year 10 – with due regard to legal requirements of Health and Safety and safeguarding.
8. Support the UCAS process as part of the team led by the Head of Sixth Form, from providing initial material to students and staff, providing information and advice to parents and supporting the UCAS application process.
9. Support the Careers Leader in organising other careers events including the School Careers Fair, options evenings, HE days, Employer Insight days, parent's evenings etc.
10. Build links with business, industry and the professions, and arrange regular input from these areas to provide information on employment and training opportunities.
11. Liaise with the wider community, for example parents and alumni to provide support with work experience and in school careers activities.
12. Develop and maintain contacts with universities and other FE/HE providers.
13. Gather information on the labour market and employment trends in order to offer up to date accurate knowledge of opportunities to support effective career guidance.
14. Maintain records e.g. destinations and collate evaluations relating to Careers Education, Information, Advice and Guidance.
15. Promote Careers Education, Information, Advice and Guidance within school and outside of school using targeted communication with disadvantaged students as well as social media, website and newsletters.

Other duties:

- To be aware of and abide by all of the School's policies, in particular safeguarding.
- To assist at school open days/evenings, functions and with extra-curricular activities linked to Careers.
- To attend staff INSET sessions and key staff meetings.
- To perform such other duties as may be required by the Headteacher.

This job description will be reviewed as and when necessary in accordance with the needs of the School.

Person Specification

Criteria	Essential	Desirable
Qualifications	Level 6 Qualification in CEIAG, registered with CDI.	Appropriate degree
Experience	Experience of working in an education setting	Previous experience of working as a Careers Advisor in a secondary school
Knowledge	Code of Ethics for Careers Guidance Knowledgeable and sound understanding of Further Education systems and careers education and guidance practices Knowledge of the curriculum and awareness of the needs of students across the age range.	A keen interest in the concerns of students and an understanding of the factors that impact on young people and their decision making abilities.
Communication	Excellent communication skills and an ability to engage students, staff and parents. Ability to make confident and lively presentations to a range of people including students, staff and other stakeholders.	
Skills and Abilities	Excellent IT skills particularly Excel and Word Willingness to undertake training as necessary	
Other Requirements	Support the ethos and values of Catholic Life	

This job description sets out the main duties of the role when it was drawn up, duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.