

## Fred Longworth High School



### JOB DESCRIPTION

<b>Post Title:</b>	Careers Adviser
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To plan, develop and implement the co-ordination of careers information advice and guidance.</li> <li>• Develop a wide range of links with local colleges, HE providers, employers and parents to enhance learning experiences for students</li> <li>• To support the Head of Careers in developing the careers education curriculum</li> <li>• To support the Head of Careers in organising careers events and activities</li> </ul>
<b>Reporting to:</b>	Deputy Head Pastoral and Personal Development and the Head of Careers
<b>Liaising with:</b>	Students, Heads of Year, Heads of Faculty/Department, SENCO, Senior Leaders and parents.
<b>Working time:</b>	Term time + 4 weeks 22 to 30 hours per week over 3 to 4 days
<b>Salary/wage grade:</b>	Grade 7 (£25,927 - £30,095 pa, pro rata approx. £13,896 - £21,995) April 2022 pay award pending
<b>Disclosure Level</b>	Enhanced
<b>Main (Core) Duties</b>	
<b>Information, Advice &amp; Guidance</b>	<ul style="list-style-type: none"> <li>• To work closely with the Head of Careers in planning a high standard of IAG for students</li> <li>• Deliver high quality 1:1 guidance sessions for students</li> <li>• Deliver information sessions/assemblies where necessary to provide students with accurate advice</li> <li>• Be available for parents evenings in order to provide information to parents and students about career/study options</li> <li>• Facilitate 'drop-in sessions for students at lunch times and after school in order provide students with careers information</li> <li>• Meet regularly with the school SENCO and work with relevant staff to identify and deliver intensive support to target groups including students with SEN</li> <li>• Ensure all students in year 11 have access to well informed 1-1 guidance which considers further education, apprenticeships, or other employment/training</li> <li>• Manage and facilitate transition schemes for those students who require additional support, including those students who are non/low attenders, and those who may be unlikely to make a smooth post-16 transition.</li> <li>• Make full use of the data available in school to identify students' needs. Liaise with Heads of Year and other relevant staff in order to implement support for identified groups/individual students</li> <li>• Complete relevant statutory documentation for all students, including students with EHCP plans</li> <li>• Maintain a student careers library, and online subscriptions, ensuring information for students is accessible and up-to-date.</li> <li>• Produce data in order to show destinations of students leaving FLHS. Use this data to inform planning and IAG for future years, and to initiate intervention strategies where necessary.</li> </ul>
<b>External Links</b>	<ul style="list-style-type: none"> <li>• Develop links with local employers in order to provide enhanced</li> </ul>

	<p>learning opportunities for students within the school curriculum.</p> <ul style="list-style-type: none"> <li>• Liaise with the Local Authority and associated organisations in the summer holidays for those students who require additional transition support in partnership with other providers/schools.</li> <li>• Ensure knowledge of external agencies is up-to-date in order to signpost students and parents/carers to relevant organisations for further advice/support</li> <li>• Develop strong links with new and existing post-16 providers to ensure an excellent knowledge of progression opportunities for students</li> <li>• Maintain a database of contacts and alumni and use this information effectively to engage external speakers and provide engaging opportunities for students</li> </ul>
<b>Careers Education</b>	<ul style="list-style-type: none"> <li>• Review the careers education curriculum, suggesting strengths and areas for development</li> <li>• Work with the Head Careers to design and implement approaches to learning</li> <li>• Ensure that the curriculum content is accurate and reflects current/ future labour market trends</li> <li>• Provide staff training where appropriate to indicate trends and encourage teaching/support staff to become more aware of progression trends/options for students.</li> <li>• Work as a team member, liaising with the Students Support Group, Key Workers, Heads of Faculty/Department, Year Co-ordinators, SENCO and parents.</li> <li>• Establish constructive relationships and communicate with other agencies/professionals, in liaison with other staff, to support students.</li> <li>• Contribute to the monitoring, development and evaluation of the project with senior staff.</li> <li>• Contribute to the overall ethos/work/aims of the School.</li> <li>• Comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.</li> <li>• Comply with the School's Equality Policy and ensure that it is implemented within the service area of the post.</li> <li>• Comply with the School's Data Protection Policy/legal requirements.</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>• Support the Head of Careers in planning and delivering careers events throughout the academic year</li> <li>• Organise annual college taster day visits for all students in year 10</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Manage and maintain individual records and contribute to the completion and maintenance of school recording systems</li> <li>• To take an active role in pursuing your own professional development in the relevant areas</li> <li>• To participate in the Staff Professional Review process</li> <li>• To work as a member of a designated team and to contribute positively to effective working relations within the School.</li> <li>• To help to implement School quality procedures and to adhere to these</li> <li>• To develop and maintain recording systems, which enable the activities of the function, be monitored</li> <li>• To provide relevant management information as and when required</li> <li>• Maintain effective communication with all stakeholders</li> <li>• To follow agreed policies for communications within the School</li> </ul>

**Other Specific Duties**

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our Arts College aims and to play an active part in our initiative.

**This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.**

Date: March 2022

**PERSON SPECIFICATION: Careers Advisor**

CRITERIA	ESSENTIAL	DESIRABLE	Where Measured
Knowledge	<ul style="list-style-type: none"> <li>• Courses available for both pre-16 and post-16 learners</li> <li>• Qualifications Curriculum Framework</li> <li>• Current Government policy on education/careers guidance including the Gatsby framework</li> </ul>	<ul style="list-style-type: none"> <li>• Potential local business links</li> </ul>	<p>Application</p> <p>Interview</p>
Skills	<ul style="list-style-type: none"> <li>• Ability to organise, lead and motivate a team</li> <li>• Ability to relate to and empathise with students from a wide range of backgrounds</li> <li>• Ability to offer information, advice and Guidance relating to careers and continuing education</li> <li>• Ability to work with school staff</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Effective use of ICT</li> <li>• Excellent organisational skills</li> </ul>		<p>Application</p> <p>Interview</p> <p>Reference</p>
Experience	<ul style="list-style-type: none"> <li>• Work with young people</li> <li>• Working in partnership with outside agencies</li> <li>• Providing careers guidance for young people</li> <li>• Dealing with employers/business in order to develop effective partnerships</li> </ul>	<ul style="list-style-type: none"> <li>• Organising and managing school-based projects</li> <li>• Delivering talks to large groups of people (eg. assemblies)</li> </ul>	<p>Application</p> <p>Interview</p>
Qualifications	<ul style="list-style-type: none"> <li>• Level 6 Diploma in Careers Guidance &amp; Development (or equivalent)</li> <li>• GCSE English &amp; Maths (or equivalent)</li> <li>• Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>• Registered with the Careers Development Institute</li> <li>•</li> </ul>	<p>Application</p>
Other Circumstances	<ul style="list-style-type: none"> <li>• Flexible working hours to support school events. Eg. Parents evenings etc.</li> </ul>		<p>Application</p> <p>Interview</p>