



## **JOB DESCRIPTION**

### **Careers Advisor/Senior Careers Advisor - TFS**

<b>Job Title:</b>	Careers Advisor/Senior Careers Advisor
<b>School Phase:</b>	Secondary
<b>Reporting to:</b>	Stakeholder and Community Engagement Manager
<b>Reporting Lines:</b>	This post holder will have not have any direct reports
<b>Grade:</b>	AR6-AR8 Dependent upon experience

#### **Role Purpose:**

- To lead the delivery of the strategic Careers Plan at TFS.
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

#### **Responsibilities:**

##### **Personal Career Guidance**

1. To conduct client-focused, impartial, personal career guidance interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
2. To generate and maintain pupil records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.

##### **Careers Information**

1. Use expert knowledge of careers information and labour market information to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including

the appropriate use of information technology, e.g. social media and web-based information sources.

2. To organise careers fairs and other relevant activities in conjunction with the Careers Leader.

### **Career Guidance Programmes**

1. To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g. Enterprise Co-ordinator/Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.

2. To facilitate career-related learning activities in groups with pupils.

3. To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks

### **Networking, Consultancy and Advocacy**

1. To refer to specialist services if required to support specific needs of pupils e.g. young people with SEND.

2. To communicate with relevant external organisations and networks for the benefit of pupils and the enhancement of the career guidance programme.

3. To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.

4. To negotiate Service Level Agreements, where appropriate.

### **Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example;
- Share the Trust's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Trust;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and are in line with staff code of conduct/professional expectations;



- To undertake training as necessary;
- To actively engage in the performance management process
- To be willing and enthusiastic in engaging with continuous professional development.

**Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- Ability to contribute towards school and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all pupils; a genuine passion and belief in the potential of every pupil;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with colleagues, pupils, and parents and external agencies;
- To be an ambassador for school in dealing with external persons, and to be an admired and respected member of the team by internal colleagues and pupils;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner.

**Qualification Criteria:**

- Completion of the Qualification in Careers Guidance is desirable.



All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools 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.

### Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

### Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....