



### **Job Description**

<b>Job Title:</b>	Careers Advisor
<b>Location:</b>	Bexleyheath Academy
<b>Hours of work:</b>	Full time
<b>Reports to:</b>	Linked member of SLT

### **Purpose of the Role:**

The role of the careers advisor is to plan and implement a strategy for developing a careers programme for the Academy that meets benchmarks, good practice and prepares young people for the choices and transitions in education, training and employment. To provide professional career guidance services, including personal guidance interviews, in order to improve pupils' skills, knowledge and understanding for career planning and management.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### **Responsibilities**

#### Personal Career Guidance

- 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.
- To generate and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.

#### Careers information

- Use expert knowledge of careers information and labour market information and Intelligence 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.
- To organise careers fairs and other relevant activities in conjunction with the Careers Leader.

#### Career Guidance Programmes

- 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.
- To facilitate career-related learning activities in groups with pupils.
- To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and the Quality in Careers Standard.

#### Networking, Consultancy & Advocacy

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



- To communicate with relevant external agencies and networks for the benefit of pupils and the enhancement of the career guidance programme.
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- To negotiate Service Level Agreements, where relevant.

#### Professionalism

- To abide by the relevant legislation, codes of professional practice, eg the CDI Code of Ethics and school policies.
- To abide by all measures to safeguard young people.
- To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector.

#### Leadership

- Advising senior leadership on policy, strategy and resources for CEIAG
- Reporting on CEIAG to senior leaders and governors
- Reviewing and evaluating CEIAG
- Preparing and implementing a CEIAG development plan
- Identifying sources of funding for CEIAG and writing bids.

#### Management

- Planning schemes of work for careers education
- Briefing and supporting teachers of careers education
- Monitoring teaching and learning in careers education
- Supporting tutors providing initial information and advice
- Managing, in partnership, the work of the careers adviser
- Monitoring access to, and take up of, careers guidance
- Managing the work of the careers administrator.

#### Co-ordination

- Managing the provision of careers information
- Liaising with the PSHE leader, and other subject leaders, to plan careers education
- Liaising with tutorial managers, mentors, SENCO and head of sixth form, to identify students needing guidance
- Referring students to careers advisers.

#### Networking

- Establishing and developing links with employers
- Establishing and developing links with FE colleges, apprenticeship providers and universities
- Negotiating a service level agreement with the local authority for support for vulnerable young people
- Commissioning careers guidance services
- Managing links with the LEP and other external organisations.

#### Our values:

The post holder will be expected to operate in line with our values which are:





- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

**Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

**Person Specification**



**Job Title:** Careers Advisor

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>• Level 6 diploma in Careers Guidance or willing to work towards</li> <li>• High level of numeracy/literacy skills</li> <li>• Participate in development and training opportunities</li> </ul>	•
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>• Use technology – computer, email, video, photocopier</li> <li>• Experience of working with young people with a severe to moderate learning difficulty</li> <li>• Experience of or an understanding about young people who present with social and emotional difficulties</li> <li>• Experience of providing high quality CV, job search, interview support to young seekers</li> <li>• Experience of providing high quality coaching support that ensures learners access employment and apprenticeships</li> <li>• Experience of liaising with employers to arrange interviews and getting feedback on candidates</li> <li>• Experience and knowledge of strength</li> <li>• Experience of working with young people with dyslexia or a knowledge of dyslexia</li> </ul>	•
<b>Skills</b>	Line management responsibilities (No.)	•	•
	Forward and strategic planning	•	•



	Abilities	<ul style="list-style-type: none"><li>• Ability to work constructively as part of a team</li><li>• Ability to progress learners and job seekers into apprenticeships and employment and sustaining them in these</li><li>• Ability to build a learners/job seekers self confidence, self esteem, motivation to help them achieve in the world</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>•</li></ul>	
	Values	<ul style="list-style-type: none"><li>• Ability to demonstrate, understand and apply our values<ul style="list-style-type: none"><li>○ Be unusually brave</li><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul></li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	