



CAREERS ADVISOR

VALLEY INVICTA ACADEMIES TRUST

JOB DESCRIPTION	
Job Title	Careers Advisor
Grade	VIAT 7
School / Department	Valley Invicta Academies Trust
Base	TBC - Secondary School(s) within the Trust
Hours	37 hours per week (8.30am – 4.30pm Monday to Thursday and 8.30am to 4.00pm Friday), term time only plus an additional few days on results days
Reports to	Assistant Headteacher
Accountable to	Assistant Headteacher

Job Summary

The Careers Advisor will take the lead responsibility and accountability for the delivery of the school's programme of careers education and guidance.

Key Working Relationships

- Students
- Parents and carers
- Staff
- External organisations

Key Responsibilities

- To deliver impartial careers information, advice and guidance to young people to professional standards on a range of learning to aid progression into further learning and/or work, including Higher Education.
- To assist students with action planning following their careers interviews.
- To track the destinations of year 11 and year 13 leavers and report to the Local Authority.
- To support the effective planning, implementation, delivery and quality assurance of the careers programme for the school(s) to ensure it continuously improves.
- To ensure that, in line with effective quality assurance, effective record keeping is maintained to a high standard.
- To liaise with external partners, including employers, learning providers and careers guidance services to ensure effective implantation of the careers plan.
- To enable young people to develop and implement career management skills through providing access to a range of methods including individual guidance (face to face), group work and online support.
- To ensure that students log their careers interactions using appropriate IT platforms.
- To fully participate in ongoing training and development activities and be responsible for keeping up to date with learning opportunities.
- To refer students to work and training opportunities as appropriate.
- To provide information and advice to parents/carers so that they can assist them with their career planning.
- To manage the content of the careers section of the website.
- To liaise with form tutors, Heads of Year and SENCOs to identify students needing additional guidance.

- To work with the Personal Development Lead to develop careers related activities across the school.
- To work with the Curriculum Lead to ensure that all departments plan authentic careers activities across all year groups including employer visits where appropriate.
- To develop and promote the use of progression related IT/online systems and software across the school.
- To assist in the planning and organising of careers-related activities in school.
- To collate evidence to achieve and retain the Quality of Careers Standard.
- To input relevant data onto the school's MIS.
- To lead on work experience/work shadowing for year 10 and year 12 students ensuring that all have safe, quality placements and that parents receive necessary information.
- To meet regularly with the CEC to carry out the Compass review regarding the Gatsby benchmarks and work with the Personal Development Lead to develop plans to address areas of weakness.
- To arrange activities which ensures the school meets the 'Baker Clause'.
- To establish and develop links with FE colleges, apprenticeship providers, universities and employers.
- Develop and promote FE links across the curriculum and assist in the development of FE partnerships.
- To organize university and college visits.
- To organise people from the world of work, including employers, colleges and universities, apprenticeships to inspire students post 16 and post 18.
- To represent the school at local CEIAG network meetings.
- To facilitate outside careers, apprenticeships and FE provider visits to the school.
- To work with the Head of Year 11 to identify potential NEETs and work with them to help secure post 16 provision.
- Connect the school (s) with businesses and professionals in the community to enrich pupils' education and career aspirations. This involves fostering relationships with employers.
- Work closely with the Careers & Enterprise Company Enterprise Advisor to develop and enhance the school (s)' careers programme.
- Ensure that information about the school (s)' careers programme is readily available on the school (s)' website. This should include details of the Careers Leader and the strategies in place to meet legal requirements and statutory guidance.

Safeguarding

As a VIAT employee you will commit to safeguarding and promoting the welfare of children and young people.

Equality and diversity

The Trust expects every employee to take responsibility for promoting a culture that values and respects difference.

Statement

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION		
AREA	ESSENTIAL	DESIRABLE
Qualifications	GCSE Maths and English.	Level 6 in Diploma in Careers Guidance and Development.
Experience	- Work in a school/college environment or with young people. - Office administration experience.	Leadership and management experience in a school environment or other relevant organisation.
Knowledge	- Competent with common IT systems e.g. Microsoft Office. - Ability to deliver careers related activities to a range of audiences including students, parents/carers and colleagues - Ability to establish and develop strong customer focussed relationships. - Ability to handle confidential information sensitively, and knowledge of relevant data protection practices. - Knowledge of the higher education, local and national labour market. - Knowledge of the relevant legislation on careers in schools, including the Gatsby Benchmarks. - Awareness and understanding of special educational needs and disability.	
Skills	- Organisational and administrative skills. - High standards of communication (verbal and written). - Time management and planning.	
Attributes	- Strong interpersonal and networking skills. - Sensitivity and understanding, to help build good relationships with colleagues and students. - A commitment to getting the best outcomes for all students and promoting the ethos and values of the school.	